

UNIVERSITY OF WASHINGTON  
BOTANIC GARDENS

# VOLUNTEER HANDBOOK



UNIVERSITY OF WASHINGTON BOTANIC GARDENS  
Center for Urban Horticulture  
3501 NE 41st Street  
Box 354115  
Seattle, WA 98195-4115

UNIVERSITY OF WASHINGTON  
BOTANIC GARDENS

MISSION:

Sustaining managed to natural ecosystems and the human spirit through plant research, display, and education.

VISION:

As an international hub for plant science, information, teaching, and stewardship, we will promote an educated, inspired, and engaged society dedicated to sustainable ecosystem management.

NOTES

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**UNIVERSITY OF WASHINGTON  
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# **VOLUNTEER HANDBOOK**

## **Introduction**

Welcome! Thank you for volunteering. Many important activities at the University of Washington Botanic Gardens simply could not go on without the assistance of volunteers. The quality of our programs reaching the public and the success of many behind-the-scenes activities rely on volunteer efforts and commitments. We want your experience here to be productive, enjoyable and rewarding. This handbook is designed to help you get acquainted with our volunteer program and to serve as a reference for future use. It gives a brief overview of the University of Washington Botanic Gardens, describes some of the opportunities and benefits for volunteers, and sets out official policies governing volunteer activities. Please take the time to read it and refer to it whenever you feel the need.

Volunteer job descriptions are listed on our website at:  
[depts.washington.edu/urbbort/html/info/volunteer.html](https://depts.washington.edu/urbbort/html/info/volunteer.html)

## Background and Purpose

The University of Washington Botanic Gardens is a unit within the College of Forest Resources. It comprises The Washington Park Arboretum, Center for Urban Horticulture, Union Bay Natural Area, Elisabeth C. Miller Library and Otis Douglas Hyde Herbarium. Its mission is sustaining managed to natural ecosystems and the human spirit through plant research, display and education.

The Center for Urban Horticulture was founded in 1980 and works in cooperation with the Puget Sound horticultural community. CUH is broadly focused on the quality and effectiveness of plants in urban environments, with an emphasis on the Pacific Northwest.

The 230-acre Washington Park Arboretum (WPA) was established in 1934. It is a dynamic living collection emphasizing trees and shrubs with its internationally renowned collection of nearly 10,000 specific plants. While the land is owned by the City of Seattle, the plant collections and facilities are managed by the University of Washington with support from the Arboretum Foundation, a non-profit organization.

Programs of the UW Botanic Gardens include research in plant sciences and conservation, urban horticulture, restoration ecology and urban forestry; public outreach and education programs for urban horticulture/forestry professionals, K-12 school children, plant connoisseurs, and the general public.

To get more familiar with the UW Botanic Gardens, visit [www.uwbotanicgardens.org](http://www.uwbotanicgardens.org).

## Certification Form

I have read pages 1-6 of this Handbook – Introduction, Background/Purpose, Facilities, Benefits, Guidelines and Policies - and agree to follow all the guidelines and policies set forth on pages 5 and 6.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Cut page on dotted line and return to:

Jean Robins  
University of Washington Botanic Gardens  
Center for Urban Horticulture  
Box 354115  
Seattle, WA 98195-4115

## Facilities

The Center for Urban Horticulture is a complex of buildings and gardens on the eastern edge of the University of Washington campus. Special resources include the Elisabeth C. Miller Library, the Otis Douglas Hyde Herbarium, the Miller Seed Vault, the Douglas Research Conservatory, the Union Bay Natural Area (UBNA) and several display gardens.

The Washington Park Arboretum is located at the south end of Union Bay in the Montlake neighborhood. At the north end of the Arboretum is the Graham Visitors Center. It contains offices for UW and Arboretum Foundation staff as well as an information desk and a gift shop. Maintenance facilities for the Arboretum grounds crew, Curation Office and greenhouses are also at this north end site. The grounds are managed cooperatively with the City of Seattle's Department of Parks and Recreation and are open to the public year round.

Both CUH and WPA offer conference facilities for horticultural and community groups.

Website: [www.uwbotanicgardens.org](http://www.uwbotanicgardens.org)

About facilities: [depts.washington.edu/urbhort/html/info/facilities.html](http://depts.washington.edu/urbhort/html/info/facilities.html)

## Benefits of Being A UW Botanic Gardens Volunteer

Volunteers are recognized each spring at an award ceremony, which generally features refreshments, a speaker and door prizes. Past recognition activities have also included field trips, picnics and barbecues, which will be included in the future as planning permits.

Volunteers earn credits for the hours they serve. These credits may be exchanged for vouchers to be applied towards courses featured in the *Camas Quarterly Newsletter*.

For every 35 hours worked per calendar year, volunteers may receive a \$10 voucher that is valid for up to one year from the date of issue.

Volunteers may request vouchers from their area supervisor. Please submit your voucher to the Education Program Registrar when you sign up for your class. Only one voucher may be used per class.

# Guidelines and Policies

## Requirements

All volunteers are required to complete an application form, read the *Volunteer Handbook*, sign the certification form on page 7 and log their hours. Log sheets for recording hours are available from your supervisor. It is each volunteer's responsibility to note his/her volunteer position and record the number of hours worked. Accurate records are important for determining grant funding, credits earned towards classes and for the State Worker's Compensation Program.

## Safety Incidents/Emergencies

Incidents, such as an accident or personal injury, must be reported to your supervisor and recorded on official forms within 24 hours. For serious injuries, where an emergency exists, call 911 immediately (or 9-911 from campus phones).

In compliance with the State Worker's Compensation Program, the University provides medical insurance for volunteers while they are on the job. The University of Washington Administrative Policy Statements 14.1.4 reads as follows:

Volunteer workers may be covered for medical expenses related to injuries that occur during approved volunteer activities. Departments employing volunteers are responsible for maintaining the names of all volunteers, and their dates and hours worked. The premium cost for volunteer coverage is averaged across the University on an annual basis, and is not charged directly to departments. Volunteers who are injured should follow the same claim filing and accident reporting procedure as paid employees (see Administrative Policy Statement 10.8 and Section 4.c of this policy statement). More information on coverage for volunteers is available by calling the Office of Risk Management, 206-543-0183 or by sending an email inquiry to: [workcomp@u.washington.edu](mailto:workcomp@u.washington.edu).

Reference - [www.washington.edu/admin/adminpro/APS/14.01.4.html#Coverage](http://www.washington.edu/admin/adminpro/APS/14.01.4.html#Coverage)

# Change of Address

Please keep the staff up-to-date on changes in your phone number and/or address.

## Absences

Unavoidable absences should be reported as soon as possible to the staff member expecting you. If that person is not available, please leave a message with the receptionist to be forwarded to the proper person.

CUH Reception Desk: 206-543-8616

WPA Reception Desk: 206-543-8800

## Parking

The University encourages carpooling and public transportation to ease traffic congestion around the campus. Volunteers who do drive to their volunteer sites are asked to park in University parking lots whenever possible. Any transportation costs associated with volunteering are tax-deductible and are the responsibility of the volunteer.