



University of Washington
BOTANIC GARDENS

CENTER FOR URBAN HORTICULTURE ~ WASHINGTON PARK ARBORETUM

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: www.uwbotanicgardens.org/support/volunteer.php

Background and Purpose

The University of Washington Botanic Gardens is a unit within the School of Environmental and Forest Sciences. It comprises the Washington Park Arboretum, Center for Urban Horticulture, Union Bay Natural Area, Elisabeth C. Miller Library and Otis Douglas Hyde Herbarium.

The 16-acre **Center for Urban Horticulture**, founded in 1980, serves as the meeting place for horticultural groups. The Center's Merrill Hall is the first sustainable building to be built on the UW Seattle campus. It houses our administrative offices and research labs, the Miller Library, and the Hyde Herbarium. It also provides space to the WSU King County Extension Program and the Master Gardener Foundation of King County. Gardens at the Center contain over 150 woody plant species and cultivated varieties and nearly 500 herbaceous perennials.

The 230-acre **Washington Park Arboretum**, established in 1934, is one of the most important tree collections in North America. It is jointly managed by UWBG (plant collections) and the City of Seattle's Department of Parks and Recreation (park functions), with support from the Arboretum Foundation. The Arboretum is in the top five national arboreta and botanic gardens collections in maples, magnolias, Pine family, hollies, mountain ash, oaks and viburnums and is currently a member of the North American Plant Collections Consortium for maples and oaks.

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, and the general public.

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.

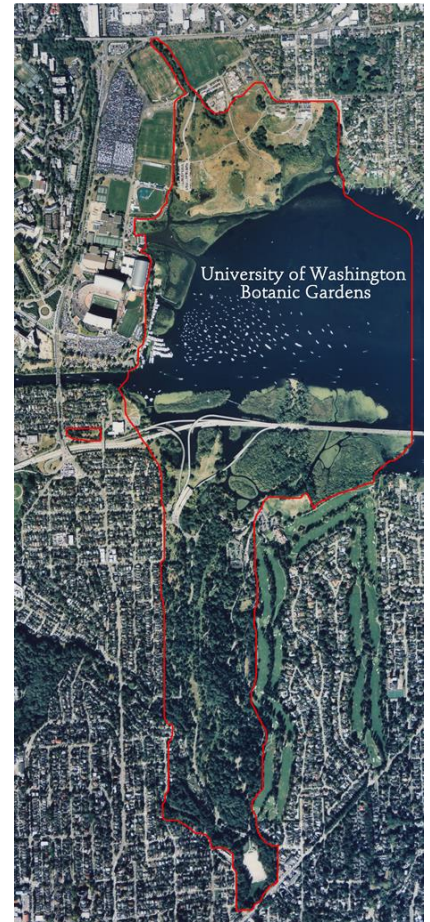
To get more familiar with the UW Botanic Gardens, visit www.uwbotanicgardens.org

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 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 the Center for Urban Horticulture and Washington Park Arboretum offer conference facilities for horticultural and community groups.



Benefits of Being a Volunteer

Volunteers are recognized each year 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.

Guidelines and Policies

Requirements

All volunteers are required to complete an application form, read the *Volunteer Handbook*, sign the certification form 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: claims@uw.edu. Reference: <http://www.washington.edu/admin/rules/policies/APS/14.01.html>

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.

Center for Urban Horticulture Reception Desk: 206-543-8616
Washington Park Arboretum 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.

Certification Form

I have read this Handbook and agree to follow all the guidelines and policies.

Print Name: _____

Signature: _____

Date: _____

Return form to:
Carrie Cone
University of Washington Botanic Gardens
Center for Urban Horticulture
Box 354115
Seattle, WA 98195-4115