

SKCAF Volunteer Policy

Effective Date: January 10, 2007
Approved by SKCAF Board on: January 10, 2007
Applicability: All Arboretum activities
Manager of Responsibility: Membership and Public Relations Chairman

Lake Wilderness Arboretum will proactively recruit volunteers in order to:

- Increase our volunteer base.
- Maximize the cost-effectiveness of Arboretum funds.
- Increase community awareness and ongoing involvement in the Arboretum.

The Arboretum is committed to providing volunteers with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

The Arboretum is committed to providing a safe and healthy volunteer environment. Orientation and/or training will be provided to volunteers. Appropriate supervision will be provided to all volunteers, and no non-member volunteer will work without supervision. Smoking is prohibited.

Each volunteer must sign a release form prior to volunteering at the Arboretum. The release is effective for the calendar year.

Minors must have the written consent of a parent or guardian prior to volunteering. The volunteer services assigned to a minor should be performed in a non-hazardous environment and should comply with all appropriate requirements of child labor laws.

Volunteers may be asked to consent to a background criminal check. The results will be kept confidential. The Arboretum reserves the right to not accept volunteers whose background and/or behaviors is not consistent with our bylaws, policies, and procedures.

The Arboretum is committed to providing scheduled events for volunteer opportunities. All projects will be pre-approved by the Arboretum Board or, in their stead, the Board president.

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Each project should have a time line, a roster of duties and a supervisor. Service groups, schools, businesses, unaffiliated groups and other 501c3 organizations are welcome to support the Arboretum with specific projects that can be arranged by contacting an Arboretum board member.

Volunteers will receive specific on-the-job training to provide them with the information and skill necessary to complete their project.

The Membership and Publicity Committee will be responsible for assigning a volunteer coordinator to facilitate volunteer recruitment and involvement and oversee this policy.

The volunteer coordinator:

- As requested by project managers, committee chairman, and work party leaders, help staff arboretum activities with volunteer labor.**
- Provide a means of collecting and maintaining a record of volunteer hours expended at the Arboretum.**
- Present monthly to the Board a summary of volunteer hours expended during the past month and during the budget year thus far.**

The Arboretum will insure that volunteers are recognized and thanked for their efforts.