



Volunteer Information Form

Taltree Arboretum and Gardens
71 North 500 West
Valparaiso, IN 46385

Date _____

Name (please print first, middle, last) _____

Address _____ City _____

State _____ Zip _____ e-mail _____

Home Phone () _____ Mobile/Work Phone () _____

In an emergency, notify: _____ Relationship: _____

PHONE () _____

How would you like to be contacted? Phone E-mail Mail

References: (name / phone or e-mail)

Times available: Weekends Weekdays Anytime Other _____

Are you taking medication(s) or do you have any medical condition(s) that would prevent you from participating in or completing a particular volunteer assignment? No Yes

If you answered "yes," please give details: _____

How did you hear about Taltree? friend/relative Taltree website newspaper road signs

From the job descriptions shown on the Volunteer Opportunities List, please check any of the tasks listed below that interest you. We will keep you informed of any upcoming training.

- | | | |
|--|---|---|
| <input type="checkbox"/> Gardening | <input type="checkbox"/> Grounds/facilities | <input type="checkbox"/> Education |
| <input type="checkbox"/> Events | <input type="checkbox"/> Outreach | <input type="checkbox"/> Office |
| <input type="checkbox"/> Habitat restoration | <input type="checkbox"/> Board committee | <input type="checkbox"/> Railway Garden |

Taltree Arboretum & Gardens

PARTICIPANT AGREEMENT

Thank you for agreeing to participate in Taltree's volunteer program.

As a Participant in the above-referenced Taltree program and in consideration of the granting of permission by Taltree for Participant to engage in said program, Participant acknowledges that their signature below hereby releases Taltree from all liability or claims resulting from participation in the Taltree program. Specifically, Participant and/or the undersigned:

1. Agrees not to sue and releases and discharges Taltree, it's officers, agents and employees, from all liability to Participant, his/her personal representatives, heirs, and next of kin, for all loss or damage and waives any claim or demands on account of injury to or death of the Participant, or damage to the property of Participant, arising out of the participation in the Taltree program.
2. Agrees to indemnify and hold harmless Taltree from any loss, liability, damage or costs that may be incurred due to the acts or omissions of Participant during participation in the Taltree program.
3. Certifies that the Participant is physically fit and is not on medication that would impair physical mobility and/or mental judgment. Participant shall also indicate on the volunteer form any prior medical issues that could have an impact on their ability to perform the volunteer job as described.
4. Consents to whatever medical emergency treatment may be deemed necessary in the event of any accident or sudden illness.
5. Consents to a criminal background check.
6. Acknowledges that Participant has read, understood and agrees to comply with the rules and safety provisions established for the Taltree program.

Date

Participant's Printed name

Signature (Under 18 years of age
requires parental signature)

VOLUNTEER OPPORTUNITIES

Please review the volunteer opportunities and mark those that interest you on the Volunteer Information Form.

Gardening: Work in Taltree's gardens, greenhouse and nursery. Help with planting, mulching, weeding, pruning or construction of new gardens.

Grounds/Facilities: Projects involve carpentry, painting, irrigation and general maintenance. Work alone or with a group, if you have these skills or just the desire, Taltree wants you.

Education: Share the surroundings of Taltree with others by leading adult or children's hikes, presenting programs about Taltree or offering your expertise in topics related to gardens, horticulture and the outdoors.

Taltree Events: Volunteers are needed to assist with set-up, traffic direction, decorating and guest registration at concerts and other events scheduled during the year.

Outreach: The Outreach Team presents the mission, vision, and goals of Taltree. Volunteers share news of upcoming events and improvements at the arboretum at a variety of venues.

Office: If your preference is to work indoors, office volunteers assist with data entry and special mailings, and perform receptionist and other clerical duties.

Habitat Restoration: Restoration volunteers come away with a feeling of accomplishment in providing a better environment for plants and wildlife. Remove invasive plants and prepare areas for and participate in prescribed burns.

Board Committee: Much of Taltree's policy is decided by committees of volunteers who work together with Taltree staff. Volunteers are often needed in the Facilities & Grounds, Collections, Development, Education, Executive, Finance & Audit, Governance, Marketing & Public Relations, Research & Restoration, Strategic Planning and Volunteer committees.

Railway Garden: Volunteers are needed to perform a wide variety of tasks, from assembling building and structure kits to installing track, bridges and electronic controls. Most of this work will be done through the summer of 2010, with maintenance and second phase opportunities to follow.