

GARDEN MAINTENANCE VOLUNTEER HANDBOOK

Welcome to the Clovis Botanical Garden! We are currently an all-volunteer organization, so you are extremely important. Our Garden is attractive and well-maintained throughout the year, thanks to the hard work of our outstanding volunteers. We want your volunteer experience to be enjoyable, as well as productive! This handbook is designed to provide guidance as to the policies and general procedures for working in our water-wise demonstration garden, so the entire team can work toward the same goals.

ALL VOLUNTEERS MUST:

1. Complete and sign an ***Emergency Contact and Release*** form before beginning any work. This will be kept on file in the office. (*Forms in office.*)
2. Participate in an orientation and tour, as well as supervised on-the-job training, prior to working independently.
3. Receive a job-specific handbook during their orientation, such as this ***Handbook for Garden Maintenance Volunteers***.
4. Read and adhere to the ***CBG Horticulture Maintenance Policy*** provided with this handbook.
5. Accept direction from their approved supervisor. (A current list of Supervisors with contact information will be provided to volunteers in a separate document.)

GARDEN VOLUNTEERS ORIENTATION

- New volunteers are welcome to volunteer on Thursday, and Saturday mornings after they have made a contact with a garden supervisor.
- Orientation meetings are scheduled as needed, so new volunteers should plan to attend a 30-minute session prior to working under the supervision of an approved supervisor.
- It is the responsibility of the volunteer to read the *Horticulture Maintenance Policy* and abide by the written policies. When in doubt, always consult your supervisor.
- An approved garden supervisor must be present for garden maintenance volunteers to work in the garden. For safety reasons, please avoid working in the garden alone.
- All garden maintenance volunteers shall sign in and out each time they are at the garden.
- All garden maintenance volunteers shall accept direction of the garden supervisor.

GENERAL OPERATIONAL TIPS

- Each time you arrive to work at the Garden, stop by the kiosk and sign-in on the volunteer sheet. Sign-out when you leave.
- Throughout the year, garden tasks vary. Look for a lead volunteer to see what tasks are on the day's schedule. Occasionally, a list of the day's tasks will be attached to the volunteer sign-in sheets.

RECOMMENDED CLOTHING FOR YOUR PROTECTION

- Be sure to wear clothing that is comfortable and will protect you from branches, limbs, and the sun. Long-sleeved shirts are recommended.
- Wear sturdy shoes and garden gloves. There are garden gloves in a bucket in the kiosk, as well as knee pads.
- Protect yourself from the sun!
 - Use sunscreen.
 - Wear a hat, sunglasses, and long-sleeved shirts.
 - Work in the shade when possible.

ADDITIONAL ORIENTATION TIPS

- **Water:** Be sure to take breaks and drink plenty of water! Bottled water or a canister of water is usually available under the green canopy, or you may use the water fountain. Also, cold bottled water is available in the gift shop at no charge to volunteers.
- **Bathroom facility:** Restrooms are available south of the Garden main gate within Dry Creek Park. A portable handicapped accessible porta potty is north of the large storage bin.
- **Tools:** Garden tools, wagons, etc. are in the Tool Corral or Home Demonstration Garden Shed. Don't over-do using a new tool. Blisters can occur easily, so take it easy!
- **Weeding:** Never pull out a plant unless you are sure it is a weed. When in doubt, ASK your supervisor or just leave it alone. When weeding, shake the dirt from the roots before discarding the unwanted plant. If the soil is too wet, delay weeding to avoid discarding heavy dirt divots. Wait until the soil is drier to maximize soil retention in the garden. This also lessens the weight of waste in the green disposal barrels.
- Additional garden structures include: Office/Gift Shoppe, Kiosk (sign in/out site), Green Canopy, White Canopy, Pavilion, Cargo Container (key-locked), Tool Corral, Shed (key-locked), and Home Demonstration Garden Shed.

SEEK SHADE

Harmful UV exposure is greatest between the hours of 10 a.m. and 4 p.m. and less in the early morning and late afternoon. Experts recommend staying inside during those hours. However, if you need to be outside during these peak hours, try to seek shade, whether under a tree, an umbrella or an awning, to help limit your exposure to UV rays.

HATS ARE IMPORTANT

Help protect your face — not to mention the top of your head, ears and neck — with a hat that sports a wide brim to cover exposed skin. As the American Cancer Society notes, although baseball caps can protect your face and scalp, they miss your neck and ears, places where skin cancers commonly develop. Try to find a hat with at least a 2-to 3-inch brim.

COVER UPS

Not all cover-ups are created equal. Avoid clothes that you can see light through. Remember: If light is getting through, then ultraviolet radiation is getting through, too. The weave of your clothing is also important. The tighter the knit or weave, the smaller the holes and the less UV can get through. Some manufacturers provide extra-protective clothing with UPF (Ultraviolet Protection Factor) labels, which indicate exactly how protective the clothes are: A long-sleeved shirt with a UPF of 45, lets in just 145th of the sun's UV rays.