



The Arboretum at Arizona State University Volunteer Handbook



INTRODUCTION

Welcome to the Arboretum at Arizona State University. Thank you for volunteering your time and talents to us. The Arboretum recognizes the importance of volunteers in providing quality service, dedication and commitment of personal time. Since you will be representing the Arboretum we would like you to become familiar with the background, policies and procedures of the Arboretum.

MISSION STATEMENTS

Grounds Services/Arboretum:

To create a natural environment where our customers can enjoy an interactive garden that welcomes them to the ASU community.

Community Volunteers:

Our mission as Arboretum Community Volunteers is to improve, maintain and harvest the ASU Arboretum gardens and support green initiatives and sustainable grounds keeping practices.

BACKGROUND AND PURPOSE

In 1989 the formal process began to convert the ASU campus into an arboretum. This entailed mapping and identifying all plants. The Arboretum at Arizona State University was officially dedicated by President Lattie F. Coor on November 20, 1990 with the planting of a Heritage Live Oak tree north of the Virginia Piper Writers House, next to Palm Walk. However, the original landscaping started by President Arthur J. Matthews dates back to 1900, when this institution was known as the Territorial Normal Teaching School. Matthews' goal was to create an oasis in the desert on the grounds of the 20 acre school.

Today, the Arboretum has grown with the ASU main campus to over 700 acres, and includes the Date Palm Grove at the Polytechnic campus in Mesa. The public can enjoy the campus gardens by using the interpreted trail system map found on the Arboretum's website (www.asu.edu/arboretum) and at the ASU Visitors Center.

The Arboretum serves the people of Arizona by providing access to information and experiences with plants in the setting of an educational public garden. It has an extensive date palm collection of over 400 specimens and 56 cultivars recognized by the North American Plant Collections Consortium (NAPCC) of the American Association of Botanical Gardens. The American Association of Botanical Gardens and Arboreta (AABGA) officially recognized this collection as the principle public garden collection of date palms in North

America. Included on the main campus is the conifer collection, citrus collection, tropical plant displays, native plant and cactus, roses, the Desert Arboretum Park, Zen Garden, Herb Garden, and Computer Garden.

The Arboretum Community Volunteer program was developed in the spring of 1995 to provide additional assistance in the care and upkeep of the Arboretum. Volunteers have become essential to the development of the Arboretum by sharing their expertise, time and commitment to a variety of projects to enrich themselves, the Arboretum and the public.

GROUND SERVICES/ARBORETUM GREEN INITIATIVES

Grounds Services/Arboretum is in the process of changing its traditional methods and equipment of grounds keeping. Many common tasks have been scrutinized for energy efficiency and environmental concerns and new sustainable solutions have been proposed and implemented. These initiatives include:

1. Harvesting and using all citrus, dates, and other produce located on campus.
2. Composting an average of 12 tons of green waste a month. The resulting high quality compost is used at the Arboretum.
3. Gas powered blowers are no longer used; the same tasks are performed with rakes and brooms.
4. Lawns are mowed with mulching deck mowers and the clippings are left on the turf.
5. New 3 wheeled bikes with cargo baskets are available for staff & volunteer use.
6. Use natural fertilizers; fish emulsion and organic compost teas.
7. 60 % of the dumpsters will be replaced with solar garbage compactors.
8. A portion of the gas powered fleet will be replaced with new solar carts
9. Integrated Pest Management is gradually phasing out the primary reliance on toxic chemicals.
10. Designed a weed removal tool made from recycled materials called the "Devil's Edge".

STAFF LIST

Deborah Thirkill, Volunteer Coordinator

Tammie Padilla, Program Coordinator

Ted Woods, Assistant Supervisor

Brent Johnson, Assistant Supervisor

Ruth Reeder, Assistant Supervisor

Mike Schantel, Assistant Supervisor

Don Hall, Assistant Supervisor

Fernando Reyna, Manager, Grounds Services.

Ellen Newell, Assistant Director, Grounds Services

Polly Pinney, Executive Director of Facilities Management

ARBORETUM AT ASU AND VOLUNTEER POLICY

VOLUNTEER GUIDELINES

- First aid kits are located in all service vehicles; notify staff of any injuries, even minor scrapes.
- Wear sunscreen.
- Bring a personal water bottle & drink plenty of fluids to prevent dehydration. All buildings have water fountains usually located near entry doors.
- Wear protective clothing (hats, work gloves, long-sleeved shirts and pants) as safety and tasks dictate.
- Closed toe shoes should be worn while working.
- Be aware of changing weather conditions and seek indoor shelter if warranted.

- Volunteers are encouraged to have an up-to-date tetanus shot.
- Volunteers are encouraged to make the volunteer coordinator aware of any pertinent medical condition.
- Use common sense and don't do anything you feel is unsafe.
- Don't be afraid to ask for help or ask questions.

ASU has a motorist assistance program. Call (480) 965-0641 if your car battery is dead or you locked your keys in your car.

TRANSPORTATION TO ASU

Mass Transit

All volunteers are encouraged to take a bus to ASU. Call Valley Metro Transit at (602)253-5000 or log on to www.valleymetro.org to plan your route. There are 40 Park and Ride locations available throughout the valley so you can park your car for free then board a bus to campus.

Free Shuttles

Many Tempe residents will find the free "Orbit" shuttle an easy way to get to campus. Once on campus, the "Flash" shuttle is a quick way to get to any campus location. Brochures for these two free shuttle services are available on request from the volunteer coordinator.

Parking on Campus

A limited number of parking passes are available for non-affiliated community volunteers (no students, staff or faculty) at ASU parking lot 44 at Terrace/McAllister and lot 59 by Well Fargo Arena. These passes must be prearranged with the volunteer coordinator and all information, make/model and license plate of the vehicle, plus the date and time the pass is needed must be recorded with the Parking & Transit Department.

VOLUNTEER TRAINING AND ORIENTATION

- New volunteers need to submit three forms to the volunteer coordinator: the application form, the registration form and the release form.
- New volunteers are expected to attend an Orientation Session to become familiar with the Arboretum. Orientation sessions are held on a Saturday four times a year. Experienced volunteers are welcome to participate as a refresher session. Sessions will include lecture and tours of the Arboretum grounds.

- Specialized training is needed to be placed in some areas. Training will be offered by staff/volunteer supervisors in their area. Successful completion of training will determine continued placement.

VOLUNTEER HOURS

- Volunteers are expected to commit to a minimum 4 hours per month or 20 hours a year in order to receive newsletters, publications and free classes. We realize that special situations arise for volunteers and we are flexible and can work with schedules.

SCHEDULING VOLUNTEER TIME

- Volunteers are requested to schedule their time early in the month. Please keep in mind that the time you schedule to work in the Arboretum should be considered as a commitment since ASU staff must coordinate the efforts with that of the volunteers. Unavoidable absences must be reported as soon as possible by calling the Volunteer Coordinator.
- Arboretum volunteer hours may be scheduled Monday through Saturday from 6 AM to 3 PM. Volunteers wishing to work on Sunday MUST make special arrangements with the Volunteer Coordinator.

RECORDING VOLUNTEER HOURS

- Each volunteer is expected to record in the log book the total number of hours spent in the Arboretum and related activities. Log books can be found in the Volunteers Coordinator's Office. These hours are very important to the Arboretum, for volunteer recognition and for Facilities Management statistics.

SAFETY PROCEDURES

- All accidents or injuries sustained by volunteers must be reported immediately to the Volunteer Coordinator. First aid kits are available to you and should be used for minor injuries. For more serious injuries, do not attempt first aid unless you have been properly trained. Contact Arboretum staff for assistance.
- Your safety is of utmost importance to us. It is our policy that you garden with a partner at all times. Should a health issue arise your partner is there to assist with the emergency.

DRESS AND BADGES

- Dress appropriately for your volunteer project. We recommend hats, gloves, water and sunscreen when working outdoors.

- All Volunteers are required to wear an identification badge issued to them, through Facilities Management, while working on the grounds of the Arboretum and at the Horticultural Resource Center.

VOLUNTEERING RESTRICTIONS

- Volunteers from a wide age-range are welcome at the Arboretum; however, volunteers under the age of 12, must be accompanied by an adult and parental permission will be required for volunteers under the age of 16.

ARBORETUM AT ASU POLICY

- The Arboretum at ASU is a drug-free and alcohol -free work place.
- The Arboretum at ASU staff and volunteers treat all persons with respect in regards to race, religion, age, and gender

BENEFITS AND REWARDS OF VOLUNTEERING

There are many benefits to volunteering at the Arboretum at ASU. You will have opportunities to meet new people and make new friends, receive practical hands-on experience, share interests and hobbies with others, work in a beautiful and stimulating environment, and make your community a better place to live. An added benefit is the satisfaction that comes with helping the Arboretum fulfill its mission by providing valuable services and programs for school children, gardeners, nature enthusiasts, professional horticulturists, home owners, and others in the community. The staff of the Arboretum and Facilities Management would like your experience here to be as rewarding as possible and the following benefits are offered:

- Orientation and training.
- Free classes and lectures.
- Special events for volunteers:
 - Annual Fall Open House
 - Holiday Party
 - Volunteer Recognition Party
- Participate in various special horticultural and research projects.
- Receive the Quarterly Arboretum Newsletter and Arboretum publications.
- Volunteer service hour recognition.
- Opportunity to meet and work with great people with similar interests.

Without your support and enthusiasm, ASU campus and Arboretum would not be as beautiful or as educational.

VOLUNTEER OPPORTUNITIES

The opportunities available to the Arboretum Volunteer are vast and constantly changing. Current opportunities available are:

- **Seasonal**
Citrus harvest • Date harvest & packing for ASU Foundation
- **Maintenance**
Raking • Pruning • Planting
- **Education**
Plant identification & signs • Updating plant collection
- **Field work**
Arboretum surveys • Water Audits
- **Adopt a Date Palm**
Work at the Polytechnic campus Arboretum Date Palm Grove. Pollinate in the spring, bag in the summer and harvest your own share of dates in the fall.
- **Flower Collection Support** Dead heading, hand watering plants, planting
- **Edible Collection Support**
Weeding, planting, mulching, harvesting
- **Arborist Support**
Pruning, sucker removal, diagnose problems
- **Rosarian**
Care & maintenance of campus roses
- **Compost Specialist/Singh Farm**
On the job training at a family run organic farm and compost operation

Main Campus Specialty Garden Locations

Zen Garden - located on Tyler Mall just east of Cady Mall. The gravel portion of the garden needs to be raked into patterns on Mondays and Fridays.



Herb Garden - located near the north entrance of the Student Services building just east of the intersection of Forest and Gammage Rds.

Secret Garden - located in the inner courtyard of the Dixie Gammage & West Hall building.

Taking care of the Arboretum requires a wide range of routine maintenance activities. Our volunteers play an important role in this area. The following Arboretum volunteer activities are always on our list of things to do:

All raised planters on campus need to be hand watered.

Trash Pickup - It's not the most glamorous job, but extremely important. Be sure to wear gloves and take a couple of the large trash bags with you.

Plant Accession & Labels - Our goal is to have all Arboretum plants accessioned and trail plants labeled. Please use the Plant Label and Identification form to facilitate getting new plants recorded and replacement labels out.

Trouble Shooting - Volunteers are our eyes and ears in the garden. Please use the Arboretum Trouble Shooting form to make observations and constructive comments on necessary repairs and maintenance problems.

Pest Scouting - You can help us implement our Integrated Pest Management (IPM) program by scouting and monitoring areas for insects and diseases. Please use the IPM form to report pest problems.



The Arboretum at Arizona State University Volunteer Position

JOB TITLE: Plant Records and Labeling

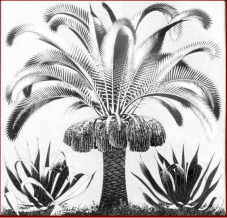
DEFINITION OF DUTIES: Identify plants for accession, signage, research correct plant names, create sign lists for sign shop, clean and repair signs, mount signs on posts.

TIME REQUIRED: 3 hours a week

SKILLS: Have knowledge of plant identification techniques or taken plant identification class, able to work with power drills, computer skills, mapping skills, and work in an outdoor setting

TRAINING PROVIDED: Plant identification class and on the job training

IMPORTANCE OF THE JOB TO THE ARBORETUM: This is to help fulfill one of the requirements to be a recognized Arboretum, as defined by the American Association of Botanical Gardens and Arboreta (AABGA).



The Arboretum at Arizona State University Volunteer Position

JOB TITLE: Date Palm Stewardship (Adopt a Date Palm)

DEFINITION OF DUTIES: To prune, pollinate, thin, fertilize, bag, harvest, pack, remove offshoots, dig out water wells around the date palms at the Polytechnic campus and any other assigned tasks needed.

TIME REQUIRED: 4 to 8 hours a month seasonally

QUALIFICATIONS: Must have knowledge on Date Palm care or completed the Date Palm Class. Must be able to work outdoors in a variety of temperatures. Able to work with saws, shovels and tools necessary for offshoot removal as needed. Good manual dexterity and physical strength.

TRAINING PROVIDED: Date Palm Class

IMPORTANCE OF THE JOB TO THE ARBORETUM: This collection is the largest public Date Palm collection in North America and is recognized by North American Plant Collections Consortium (NAPCC) and the American Association of Botanical Gardens and Arboreta (AABGA). This collection also raises revenue for the Arboretum Foundation through the sale of its fruit.