



Volunteer Agreement

The South Carolina Botanical Garden staff value your volunteer time at the Garden. Volunteer hours help us to keep this precious community resource alive for public learning, appreciation, and enjoyment. We trust that you will find your work here to be fun and fulfilling. Because we take your work and commitment seriously, we ask you to sign this agreement.

I understand that as a volunteer, the South Carolina Botanical Garden asks me to:

1. Have a volunteer application, a background check, and a liability waiver on file.
2. Inform the Garden of any changes in address, phone number, etc.
3. Choose an area of work appropriate to my interests, time, and abilities.
4. Participate in all trainings required or requested.
5. Ask for guidance and information if I am unclear of my duties.
6. Wear my volunteer name tag when working in the Garden.
7. Be familiar with Garden policies and procedures related to safety, security and emergency.
8. Be a goodwill ambassador for the South Carolina Botanical Garden when dealing with visitors.
9. Cooperate with staff, supervisors and other volunteers.
10. Be responsible for tracking volunteer hours.
11. Notify supervisors to changes in my availability.

As a volunteer, I can expect the South Carolina Botanical Garden to provide:

1. Advice, support, and answers to my questions and concerns.
2. Information about policies and procedures that apply to my work.
3. Equipment and materials necessary to my job, as far as is reasonable within the Garden's ability to provide.
4. Supervision and training for my volunteer position.
5. Change in volunteer assignments through mutual agreement between myself and the staff.

Name

Date