

Marshall Native Gardens (MNG) Volunteers Application

We value and rely on volunteers to provide the labor needed to maintain and develop our gardens. And, as a non-profit organization we have lots of other volunteer opportunities to operate effectively (e.g., Functional Committee members, Officers and Directors, Docents and Aides, and project work teams). Also, to meet County and non-profit operational requirement, we have code of conduct and volunteer application standards. To meet those standards, we ask all our volunteers to take a few minutes to fill in our **Volunteers Application**. Once you have completed these forms and have dropped it off at the front library desk of the library you will be an active volunteer with Marshall Native Gardens, will earn an official hat, be invited to participate in our activities and you will then be entitled to other perks.

Your Contact Information:

First and Last Name *(as you wish to be addressed)*: _____

Phone #: _____ Email Address: _____

Please Provide Us With Some Additional Information:

How did you learn about us? _____

What do you hope to learn from being a volunteer in our Gardens? _____

Your Background / Education: *Please Check all the following that apply*

Educator Homemaker Scientist Designer/Artist Business Person Government
 Nurseryman Landscape Architect Engineer Home Gardener Computer/Media Person
 Other: _____

Your Pledge to Become a Marshall Native Gardens “Active Volunteer”:

Help us get you involved as a volunteer in role/s that fits your interests & constraints; We need you to carefully consider and check one or more of the many areas you intend to volunteer for. Details about our volunteer opportunities are shown on next page. **Please sign & date the end of the next page to complete this part of our application process.**

Additional Forms Required to Complete Your Becoming a MNG “Active Volunteer:

Fill in Background Check Form: Once you have identified the areas that you wish to volunteer for, the County requires all our garden volunteers periodically submit a “background check form”. This form is available at the front desk of the library. Please complete that form and leave it with the librarian. This confidential information is only seen by the Library Director and needs to be periodically updated and resubmitted every 5 years. You can find that form at the front desk of the Library and once you complete it please leave it with the librarian for their processing.

Initial “MNG Code of Conduct” Form: Also, at the front desk we ask that you carefully read the content of the “MNG Code of Conduct” displayed in a 3 holed punch notebook kept at the front desk. Once you have reviewed that information, you will need to sign/initial and date the last page in that folder. This documents you have knowledge of our MNG “Code of Conduct Policies”. This provides you with information to help protect all our volunteers and visitor, especially children and is to be reviewed annually by all our volunteers. Alternatively, this form is also available on our webpage where you can print the last page, sign it, and then submit it to the library front desk for processing.

Turn over ---

YOUR VOLUNTEERING PLEDGE

to serve Marshall Native Gardens

Please check all that you are interested in serving as this year :

- Executive Committee Member
 - President or co-president
 - Secretary
 - Treasurer
 - At Large Member

- Committee Chair or Member:
 - Outreach & Education
 - Gardens & Grounds
 - Volunteers and Social
 - Fundraising and Plant Sales
 - Executive Committee

- Garden Champion of Member:
 - Entry Garden
 - Butterfly Garden
 - Medicinal Garden
 - Rain Garden
 - Shade & Woodland Garden
 - Pizza Garden
 - Forest Farm Garden
 - Bird Garden
 - Native Grasses & Cliff Garden
 - Native Shrub Garden

Garden Maintenance (planting, watering, bird feeders, tool and shed maintenance,

Garden Docent (Garden Tour Leader)

Garden Assistant to Tour Leaders

Photographer

Online Assistance

Website

Facebook

Volunteer Coordinator

For more info, please contact Ed at 828-333-3883 and/or see our webpage at:

https://sites.google.com/d/1zG7a5IDoAhk2-AiLSkFONcIEczvjMRt6/p/1FPiuwmhC7ILixODi1K58_n8j7e1AZGYF

“CODE OF CONDUCT POLICIES” FOR ALL OUR VOLUNTEERS

OVERVIEW

Marshall Native Gardens Initiative (MNGI) has adopted the County Library “Code of Conduct” and “Child Safety Policies”. In addition, because our volunteers often work with children who have been in the court system or are in residential schools for special needs, we feel all our volunteers may need a witness if a child makes a false accusation of inappropriate conduct *NOTE: This policy is intended to protect both the child and the volunteer!* The wording for this important added policy follows:

Our Volunteers are not to be alone with children. So, at least 2 adults must always be nearby and/or within view when children are present in the Gardens. *Note: The second adult can be another volunteer, teacher, parent, or library staff member.*

DOCUMENTATION REQUIREMENTS

There is a notebook located at the front desk of the library that contains a hardcopy of all these policies and at the last page there is a signoff page that we ask all our volunteers to read and sign annually.

Also, in that notebook are blank background check forms that we also ask each volunteers to complete and leave with the librarian (All your information is kept confidential). It takes about a week for the County to get the results of background check.

NOTE -- If you do not have a favorable background check on file, you will not be allowed to have contact with children as a MNGI or Library volunteer.

Records documenting compliance with the above policies are needed for us to secure most funding grants which are important to our programs and projects !