



Naples  
Botanical  
Garden

# VOLUNTEER APPLICATION

2017-18

**PLEASE PRINT**

Today's Date: \_\_\_\_\_  
(Month, Day, Year)

Four Digit ID # \_\_\_\_\_  
(Recommended: the last four digits of your cell number)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**First name** preferred on **NAME BADGE:** \_\_\_\_\_ Circle one: Mr. Mrs. Ms. Dr.

Naples Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Land Line: \_\_\_\_\_ Work: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Naples Botanical Garden Member: Yes \_\_\_\_\_ No \_\_\_\_\_

**ALTERNATE ADDRESS (if you are seasonal)**

Street: \_\_\_\_\_ City: \_\_\_\_\_ State : \_\_\_\_\_ Zip: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Alternate Land Line: \_\_\_\_\_  
(Month/Day) (Month/Day)

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Level of Education Completed: (circle last completed):

Middle School High School Associates Degree Bachelors Masters Doctorate

Major or Field of Special Training or Professional Career: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Present Employer: \_\_\_\_\_

Foreign Language(s) spoken fluently: \_\_\_\_\_

Current or Past Volunteer Experience: Organization: \_\_\_\_\_ Position: \_\_\_\_\_

Allergies or Relevant Health Related Information: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

E.C.'s Mobile Number: \_\_\_\_\_ E.C.'s Work Line: \_\_\_\_\_

Please circle the months you are available: (or **Year Round** if here all year)

Jan. Feb. March. April May June July Aug. Sept. Oct. Nov. Dec. **Year Round**



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Have you ever been convicted of a crime: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**PLEASE LIST any relevant areas of interest, talents, hobbies, job skills, etc.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Computer Programs that you know: \_\_\_\_\_Excel \_\_\_\_\_Publisher \_\_\_\_\_Volgistics \_\_\_\_\_Word  
\_\_\_\_\_PowerPoint

Master Gardener certification obtained: City:\_\_\_\_\_ Year:\_\_\_\_\_

First Aid/CPR Certification: \_\_\_\_\_ Year: \_\_\_\_\_

**I agree to abide by the policies and procedures stated in the Volunteer Handbook as well as the general Naples Botanical Garden visitor rules and regulations.**

**Signature:** \_\_\_\_\_

Thank you so much for your interest and support.

Please allow our office time to process your application and find the right spot for you in our Volunteer Program.

**Below for Office Use Only:**

Assignment(s): \_\_\_\_\_

Next Step: \_\_\_\_\_



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Please place an X in the [ ] beside the volunteer opportunities you may have an interest in!

### Naples Botanical Garden Volunteer Opportunities 2017-18

<p><b>Administration</b> Available Monday - Friday (times vary)</p>	<p><input type="checkbox"/> Admin./Reception Desk  <input type="checkbox"/> Development Assistant  <input type="checkbox"/> Finance Assistant  <input type="checkbox"/> Mailings</p>
<p><b>Children's Garden</b> Available everyday (AM &amp; PM)</p>	<p><input type="checkbox"/> Butterfly House Interpreter  <input type="checkbox"/> Children's &amp; Butterfly House Hort. Assistant  <input type="checkbox"/> Hidden Garden Gardener</p>
<p><b>Curator of Collections</b> Available Monday - Friday (AM only)</p>	<p><input type="checkbox"/> Collections Assistant  <input type="checkbox"/> Collections Committee  <input type="checkbox"/> Herbarium Assistant  <input type="checkbox"/> Herbarium Collection Field Assistant  <input type="checkbox"/> Plant Label Assistant  <input type="checkbox"/> Plant Records  <input type="checkbox"/> Plumeria Pals</p>
<p><b>Docents</b> Available every day (AM or PM) Training Required</p>	<p><input type="checkbox"/> Asian Garden  <input type="checkbox"/> Birding Tower  <input type="checkbox"/> Brazilian Garden  <input type="checkbox"/> Caribbean Garden  <input type="checkbox"/> Children's Garden  <input type="checkbox"/> Docent – Buehler Enabling Garden  <input type="checkbox"/> Florida Garden  <input type="checkbox"/> Orchid Garden  <input type="checkbox"/> Natural Area Preserves</p>
<p><b>Education</b> Schedule variable with programming (AM) Training Required</p>	<p><input type="checkbox"/> Collier Greens Program  <input type="checkbox"/> Education – Arts &amp; Crafts Assist.  <input type="checkbox"/> Education Assistant  <input type="checkbox"/> Greenhouse Assistant  <input type="checkbox"/> Information Station  <input type="checkbox"/> Lifelong Learning Assistant  <input type="checkbox"/> Translator  <input type="checkbox"/> Wellness Volunteer  <input type="checkbox"/> Youth Tours</p>
<p><b>Enabling Garden</b> Schedule variable with programming (AM) Training Required</p>	<p><input type="checkbox"/> Buehler Enabling Garden Hort. Assistant  <input type="checkbox"/> Exceptional Volunteer  <input type="checkbox"/> Therapeutic Horticulture Program Assistant  <input type="checkbox"/> Therapeutic Horticulture Volunteer Training</p>
<p><b>Horticulture</b> Available every day (AM only)</p>	<p><input type="checkbox"/> Bromeliad Assistant  <input type="checkbox"/> Centerpiece Society  <input type="checkbox"/> Designed Gardens  <input type="checkbox"/> Golf Cart Driver  <input type="checkbox"/> Idea Garden  <input type="checkbox"/> Irrigation Assistant  <input type="checkbox"/> Lubber Buster  <input type="checkbox"/> Natural Areas  <input type="checkbox"/> Orchid Display  <input type="checkbox"/> Orchid House  <input type="checkbox"/> Orchid Propagation/Conservation  <input type="checkbox"/> Potting Palace</p>



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	<input type="checkbox"/> Rice Crop <input type="checkbox"/> Vegetable Gardens <input type="checkbox"/> Water Lily Tech
<b>Library Services</b> Available Monday - Friday (AM or PM)	<input type="checkbox"/> Library Support
<b>Operations</b> Available Monday – Friday (AM) & special events	<input type="checkbox"/> Irrigation Tech <input type="checkbox"/> Ops Assistant <input type="checkbox"/> Parking Lot Assistant
<b>Public Relations</b> Schedule variable (AM)	<input type="checkbox"/> Dog Walk Days – Greeter <input type="checkbox"/> Garden Ambassador <input checked="" type="checkbox"/> Market Research <input type="checkbox"/> Photographer
<b>Retail</b> Schedule variable with store needs (AM or PM)	<input type="checkbox"/> Garden Store Assistant <input type="checkbox"/> Garden Store Plant Assistant
<b>Special Events</b> Schedule variable with Garden needs (AM or PM)	<input type="checkbox"/> Golf Cart Shuttle <input type="checkbox"/> Cashier <input checked="" type="checkbox"/> Night Lights <input type="checkbox"/> Special Event Assistant <input type="checkbox"/> Wayfinder
<b>Tours</b> Available every day (AM or PM in season) Training required	<input type="checkbox"/> Daily Tour Guide <input type="checkbox"/> Group Tour Guide <input type="checkbox"/> Special Assignment Tour <input type="checkbox"/> Tour Czar
<b>Visitor Center</b> Schedule variable with needs (AM or PM)	<input type="checkbox"/> Crowd Control <input checked="" type="checkbox"/> Garden Ambassador – Off Site
<b>Volunteer Services</b> Available Monday – Friday (AM or PM)	<input type="checkbox"/> Special Assignment <input type="checkbox"/> Volunteer Office Generalist <input type="checkbox"/> Volunteer Presentations

Those highlighted are assignments where we currently have the greatest need.

Some \*New\* assignments:

- Admin/Reception
- Garden Ambassador – Off-site
- Market Research

Our Volunteer Services office is looking to grow!

- Daily Tour Guide Scheduling Assistant
- Group Tour Guide Scheduling Assistant
- Scribe



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### “On Call” Volunteer Opportunities

Group Tour Guide	<input type="checkbox"/> Lead a scheduled 90 minute Group Tour (Training is required). Two to three tour monthly commitment
Special Event Assistant	<input type="checkbox"/> Greeter <input type="checkbox"/> Wayfinder <input type="checkbox"/> Crowd Control <input type="checkbox"/> Exhibit Information
Centerpiece Society	<input type="checkbox"/> Previous floral arranging experience is required
Banker	<input type="checkbox"/> Handles money with ease, able to make change, run credit card transactions
Parking Lot Attendant	<input type="checkbox"/> Direct cars during large events <input type="checkbox"/> Shuttle visitors from alternate parking lots via golf cart
Mailings	<input type="checkbox"/> Monthly mailing prep to include collating, stuffing, sealing, and stamping