



COLUMBUS BOTANICAL GARDEN VOLUNTEER HANDBOOK

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Purpose of the Volunteer Handbook

Welcome to the Volunteer Handbook of the Columbus Botanical Garden! We're excited to have you join us in our mission to celebrate the beauty, inspiration, and marvels of the natural world. Our goal is to honor the splendor of nature while educating both current and future stewards on its care and preservation.

At the Columbus Botanical Garden, we are dedicated to highlighting the wonder of our environment and fostering a deep appreciation for its vitality. As volunteers, you will be instrumental in upholding our core values of beauty, preservation, stewardship, education, and collaboration. Your commitment will help us enhance the Garden's role as an invaluable community asset, fostering a harmonious connection between people and plants.

Our mission goes beyond the Garden's gates; we strive to educate ourselves and our community on the significance of environmental conservation. By actively participating in initiatives that promote sustainable practices, we work towards a future where the natural world thrives. Together, we aspire to cultivate a more beautiful, vibrant, and interconnected community, ensuring that the splendor of nature continues to inspire and benefit generations to come. Your involvement is crucial to achieving this vision, and we are grateful for your dedication to our shared mission.

Volunteers form the heart and soul of the Columbus Botanical Garden, embodying our principles of beauty, conservation, guardianship, education, and teamwork. Your choice to invest your time and expertise in our cause is deeply valued and crucial to our effectiveness as an integral community resource.

This handbook has been meticulously assembled to furnish you with comprehensive details regarding your role as a volunteer at the Columbus Botanical Garden. We encourage you to delve into its contents as soon as possible, as it furnishes invaluable insights into our structure, regulations, and initiatives.

While this handbook is an invaluable tool, we recognize that queries may arise. Please don't hesitate to contact your assigned Volunteer Coordinator for clarification or support. Your active involvement and commitment to fostering connections within our community and amongst fellow volunteers are indispensable for realizing our mutual objectives.

Thank you once again for your dedication to the Columbus Botanical Garden. We're confident that your journey with us will be both fulfilling and gratifying as we collaborate to positively influence our environment and inspire others to cherish the magnificence of nature.

About Columbus Botanical Garden:

Columbus Botanical Garden, is a not-for-profit 501(c)3 organization situated on 40 acres of greenspace in north Columbus, GA. Our mission is to celebrate the beauty, inspiration, and wonder of the natural world, educating current and future stewards of its care. We envision ourselves as an indispensable community asset, bringing together beautiful and diverse plants and people. With four developed acres currently and plans for future expansion, your role as a volunteer is essential in realizing our vision of promoting beauty, preservation, stewardship, education, and collaboration. Join us in cultivating a deeper appreciation for nature and creating a vibrant space where plants and people thrive together.

Guiding principles for volunteering:

1. **Uphold Values:** As volunteers of the Columbus Botanical Garden, we pledge to uphold the core values of beauty, preservation, stewardship, education, and collaboration in all our actions and interactions.
2. **Enhance Community Asset:** We are committed to enhancing the Garden's role as an indispensable community asset by actively engaging with our fellow volunteers, visitors, and the broader community to foster connections between people and plants.
3. **Promote Education:** We recognize the importance of education in environmental conservation and commit to continuously educate ourselves and others about the significance of preserving and protecting our natural world.
4. **Support Sustainability:** We strive to actively participate in initiatives that promote the sustainable care of our environment, both within the Garden and in our wider community, ensuring that future generations can enjoy the beauty of nature.
5. **Create a Vibrant Community:** Together, we aspire to create a more beautiful, vibrant, and interconnected community for generations to come, by contributing our time, skills, and passion to the shared goal of fostering harmony between people and plants.

Diversity Statement

Columbus Botanical Garden (CBG) is committed to an inclusive culture that values diversity and equity. We embrace IDEAL principles and actively seek diverse individuals for our staff and volunteer roles. Our programs and spaces are designed to be accessible and relevant to all participants. CBG is an equal opportunity employer, prohibiting discrimination based on race, gender, age, disability, or other characteristics, and ensuring a welcoming environment for everyone.

Volunteer Rights and Responsibilities

As a volunteer you have the right to:

- Work in a healthy and safe environment.
- Undergo interviews and engagement processes in strict accordance with equal opportunity and anti-discrimination legislation.
- Receive accurate and truthful information about CBG.
- Obtain a copy of the CBG Volunteer Handbook, along with any other policies/procedures relevant to their role.
- Have a role description and agreed-upon hours of contribution.
- Receive orientation to CBG and their volunteer role.
- Have their confidential and personal information handled in compliance with all applicable laws.
- Receive appropriate training and support for the effective execution of their role.

As a volunteer you have the right to:

- Demonstrate reliability.
- Uphold confidentiality.
- Execute volunteer duties according to the provided position description.
- Take accountability for their actions.
- Demonstrate commitment to CBG.
- Participate in training as required and when deemed necessary by CBG.
- Seek support when needed.
- Notify the Volunteer Coordinator as early as possible if unable to attend.
- Exhibit courtesy towards participants, staff, and fellow volunteers.
- Raise any concerns with CBG directly and refrain from denigrating CBG to participants, staff, or other volunteers.
- Value and support other team members.

Volunteer Time

Volunteers are required to log their service hours by utilizing **SignUp Genius**, encompassing various activities such as garden work, maintenance, docent led tours, office tasks, and training sessions.

Service at the Discretion of the Organization

Columbus Botanical Garden acknowledges and welcomes the service of all volunteers under the understanding that such engagement is subject to the exclusive discretion of Columbus Botanical Garden. Volunteers concur with the acknowledgment that Columbus Botanical Garden retains the right to terminate the volunteer's association with the organization or modify the nature of the volunteer assignment at its discretion and without prior notice.

Code of Ethics and Conduct

1. Mission Alignment:

- Volunteers at Columbus Botanical Garden are expected to align with and actively support the organization's mission to eliminate barriers to nourishing food, address root causes of diet-related chronic illnesses, create economic opportunities, champion urban farming, and advocate for equitable and sustainable food policies.

2. Respect and Inclusivity:

- Volunteers will treat all individuals, including fellow volunteers, staff, and community members, with respect, dignity, and kindness. We embrace diversity and foster an inclusive environment that welcomes individuals from all backgrounds.

3. Integrity and Accountability:

- Volunteers commit to honest and transparent conduct. They will uphold the highest standards of integrity, take responsibility for their actions, and contribute to a positive organizational culture.

4. Confidentiality:

- Volunteers will respect the confidentiality of sensitive information acquired during their service. This includes respecting the privacy of clients, fellow volunteers, and organizational matters.

5. Professionalism:

- Volunteers are ambassadors of Columbus Botanical Garden. and are expected to maintain a professional demeanor at all times. This includes adhering to dress codes, punctuality, and communication etiquette.

6. Collaborative Engagement:

- Volunteers will actively participate in collaborative efforts, recognizing the importance of teamwork and cooperation in achieving our mission. Open communication and the sharing of ideas are encouraged.

7. Adherence to Policies and Procedures:

- Volunteers are expected to familiarize themselves with and adhere to all organizational policies and procedures. This includes safety protocols, volunteer guidelines, and any specific rules related to their assigned tasks.

8. Environmental Responsibility:

- Volunteers will contribute to a sustainable and environmentally responsible operation by minimizing waste, conserving resources, and supporting eco-friendly practices.

9. Commitment to Learning:

- Volunteers are encouraged to continually learn and grow in their roles. This may involve participating in training sessions, seeking feedback, and staying informed about the organization's activities and impact.

10. Reporting Concerns:

- Volunteers are encouraged to report any concerns related to ethical conduct, conflicts of interest, or potential policy violations to the appropriate channels within the organization.

11. Representation:

- Volunteers will represent Columbus Botanical Garden. accurately and positively in their interactions with the community and external stakeholders. This includes refraining from making unauthorized statements on behalf of the organization.

12. Compliance with Laws and Regulations:

- Volunteers will comply with all applicable laws and regulations relevant to their roles, ensuring the organization operates within legal and ethical boundaries.

By volunteering with Columbus Botanical Garden., individuals acknowledge their commitment to this Code of Ethics and Conduct, contributing to the success of our mission and fostering a positive and impactful volunteering experience for all.

Drug-Free Policy

CBG upholds a drug-free environment in accordance with federal, state, and local laws, affirming our steadfast commitment to providing a safe and healthy setting. This policy is established to reinforce CBG's dedication to maintaining such an environment for the benefit of all.

The use, possession, manufacture, distribution, dispensation, or sale of illegal drugs, alcohol, or any controlled substance is strictly prohibited on CBG premises, program sites, in CBG vehicles, or during volunteer hours.

Additionally, volunteers are prohibited from being under the influence of illegal drugs, alcohol, or any controlled substance in the aforementioned locations during working hours.

For the purpose of this policy, the following terms have the following definitions:

1. "Under the Influence" denotes that the volunteer is affected by an illegal drug or alcohol or the combination of a legal drug and an illegal drug and/or alcohol in any detectable manner.
2. "Legal Drug" refers to any prescribed or over-the-counter drug that has been legally obtained and is being used for the purpose for which it was prescribed or manufactured. a. Marijuana, including "medical marijuana," is illegal under federal law and may not be used in the workplace. All volunteers are prohibited from being under the influence of marijuana while at work.
3. "Illegal Drug" encompasses any drug that is not legally obtainable or has not been legally obtained, including, but not limited to, marijuana, any prescription drug, substance, or chemical not legally obtained, and any prescription drug, substance, or chemical not being used for prescribed purposes.

Violation of this policy may result in the immediate termination of volunteer duties.

Personal and Emergency Contact Information

Each volunteer is tasked with the responsibility of consistently updating their personal contact information and emergency contact details. This essential update can be completed conveniently through **SignUp Genius**.

Participants and Relatives as Volunteers

Volunteers, including participants and their relatives, may be accepted under the condition that their service does not pose an obstruction to or conflict with the provision of services to the participant or others.

Volunteer Age Requirements

At the Columbus Botanical Garden, we provide a range of volunteer opportunities, each with its own specific age criteria. Some opportunities may necessitate the presence of an adult for younger volunteers. Below are the age requirements for each volunteer opportunity:



Volunteers for garden-related activities must be at least 16 years old and able to lift up to 25 pounds. Participants aged 16 and 17 need to be accompanied by an adult. Additionally, volunteers should be able to withstand heat, bend over, and adapt to various garden conditions.



Volunteers for our annual Gala, Bourbon and Blooms, and SHINE events must be 21 or older for activities involving alcohol, wine, or beer. For non-alcohol-related tasks, volunteers must be at least 18 years old and all volunteers regardless of age must be able to handle objects weighing up to about 25 pounds.



Volunteers for education activities must be at least 16 years old and able to handle objects weighing up to about 25 pounds. Participants aged 16 and 17 need to be accompanied by an adult.



Volunteers for public event activities must be at least 16 years old and able to handle objects weighing up to about 25 pounds. Participants aged 16 and 17 need to be accompanied by an adult.



Volunteers for private event activities must be at least 16 years old and able to handle objects weighing up to about 25 pounds. Participants aged 16 and 17 need to be accompanied by an adult.

Columbus Botanical Garden provides inclusive volunteer opportunities for people of all ages, abilities, and mobility levels, ensuring everyone can participate and contribute meaningfully. Even if you aren't able to lift 25 pounds, we will still find a way for you to volunteer and make a difference.

Volunteer Boundaries

Volunteers are expected to adhere to their designated volunteer duties as outlined in their description. Should you identify a participant in need of additional support, such as house cleaning, yard work, personal hygiene, or personal shopping, it is imperative to promptly notify a CBG staff member.

To ensure a positive and professional experience, volunteers are encouraged to:

- Recognize and respect personal boundaries.
- Avoid situations that may be misconstrued.
- Thoughtfully consider commitments before agreeing.
- Cultivate positive experiences.
- Foster connections with community members and leaders.
- Manage workload to maintain sustainable commitment.
- Communicate openly if task exchange or physical limitations arise.

In adherence to professional conduct, volunteers are advised:

- Not to disclose home telephone numbers or addresses.
- Not to bring participants to their own residences.
- Not to become emotionally over-involved.
- Not to engage in sexual or intimate relationships.
- Not to tolerate harassment or violence.
- Not to give or accept expensive gifts or money from participants.
- Not to lend to or borrow from participants, whether money or material goods.
- For safety and liability reasons, volunteers should refrain from offering rides to participants unless they have an established relationship with them and feel comfortable doing so.

Volunteer Dress Code

As each volunteer acts as an ambassador for Columbus Botanical Garden, it's vital that they maintain a tidy and suitable appearance in line with their volunteer responsibilities. The Volunteer Coordinator will provide any specific dress guidelines, and certain volunteers may need to wear particular safety gear or attire.

Safety

In our commitment to fostering a safe and healthy environment for volunteers, staff, participants, and visitors, CBG has implemented a comprehensive workplace safety program that stands as a top priority within our organization. Information pertaining to workplace safety and health issues is disseminated to volunteers through individualized training sessions and routine internal communication channels, including coordinator-volunteer meetings, bulletin board postings, memos, or other written communications.

Both volunteers and supervisors undergo periodic workplace safety training, encompassing potential safety and health hazards, as well as safe practices and procedures designed to eliminate or minimize risks.

In the event of an accident, regardless of the apparent severity of the injury, it is imperative to promptly notify your Volunteer Coordinator.

Open Door Policy

CBG is dedicated to establishing and sustaining constructive and professional working relationships with all volunteers. Integral to this commitment is the cultivation of an open and honest atmosphere where any problem, complaint, suggestion, or question is met with a timely response from the CBG Volunteer Coordinator and management. By fostering open lines of communication in all directions, individuals can collaboratively address issues before they escalate unnecessarily. Volunteers are strongly encouraged to express any concerns openly and directly to their Volunteer Coordinator.

Whistleblower Protection Policy

CBG holds its directors, officers, coordinators, employees, and volunteers to elevated standards of business and personal ethics in the execution of their duties and responsibilities. In alignment with this commitment, CBG has implemented a Whistleblower Protection Policy to encourage and enable employees and volunteers to bring forward concerns without apprehension of retaliation. The policy aims to address various areas of concern, including but not limited to:

- Suspected illegal activity or noncompliance with laws, governmental rules, and regulations, or financial disclosures, accounting, internal accounting controls, or auditing matters.
- Conflicts of interest.
- Disclosure of confidential information.
- Discrimination or harassment.
- Donor stewardship – failure to provide due care with respect to donations.
- Falsification of contracts, reports, or records.
- Misconduct or inappropriate behavior.
- Safety – failure to meet requirements needed to perform all duties in a secure environment or as specified by CBG procedures.
- Theft.
- Violation of CBG policies or procedures.

This comprehensive approach underscores CBG's commitment to maintaining integrity and accountability across its organizational practices.

Reporting Procedures:

To report concerns, employees and volunteers can confidentially contact your Volunteer Coordinator

Note: CBG is dedicated to maintaining integrity and accountability across all organizational practices. Reporting is essential to upholding these values without fear of reprisal.

The Whistleblower Protection Policy is not designed for complaints regarding your supervisor. It is expected that concerns of this nature be addressed directly with your supervisor or, if necessary, with their immediate superior. Should issues persist without resolution, you are encouraged to seek assistance from Executive Director of Columbus Botanical Garden.

Mandatory Reporting Policy

This policy is formulated with the primary objective of averting physical, financial, sexual, or emotional abuse of CBG participants. Given that Columbus Botanical Garden volunteers may encounter vulnerable populations in the course of their daily activities, they represent the initial line of defense against preventable harm. It is expected that all Columbus Botanical Garden volunteers possess a comprehensive understanding of the definition and indicators of abuse and neglect. In the event of suspected abuse or neglect, volunteers are obligated to promptly report such concerns to their supervisor or the relevant aging and disability agency.

Definitions of Abuse or Neglect:

Abuse of any kind can be physical, verbal, financial or psychological. Abuse can take many forms, including:

- Hitting or slapping
- Withholding food/medication/medical care
- Use of chemical and/or physical restraints
- Yelling, insults or threats of violence
- Misuse of funds
- Theft
- Fraud

Warning Signs of Abuse or Neglect:

- Injuries incompatible with the explanation given
- Dramatic weight loss, dehydration or poor hygiene
- Untreated medical or mental health conditions
- Unpaid bills despite adequate assets
- Sudden appearance of new acquaintances
- Sudden absence of care giver
- Enforced social isolation

Abuse can occur for a variety of reasons, but common contributing factors are:

- Stress created by the care needs of the senior or person with a disability
- Inadequate financial resources
- Isolation and lack of emotional support for people at risk and their caregivers
- Existing family problems and dynamics

Reporting Procedures:

To report instances of self-neglect, contact your Volunteer Coordinator

Note: Timely reporting is crucial for addressing concerns and providing necessary support.

Staff members are obligated to report all suspected instances to the participant's case manager, if known. In cases where the notice to the participant's case manager was communicated verbally, a written notification must follow within 48 hours. Additionally, in situations mandated by state, federal, or contract regulations, volunteers are required to promptly file a report with the appropriate law enforcement agency. This adherence to reporting protocols is fundamental to maintaining transparency, accountability, and ensuring the safety and well-being of all participants involved.

Anti-Discrimination and Harassment Policy

CBC is steadfast in its commitment to fostering an environment that is devoid of unlawful discrimination or harassment. Our policy unequivocally condemns sexual harassment, as well as discrimination or harassment based on race, religion, gender, sexual orientation, national origin, ancestry, marital status, age, or any other protected basis delineated by federal, state, or local law. Applicable to all individuals engaged in CBC's operations, this anti-discrimination and harassment policy expressly forbids such conduct by employees, volunteers, and participants. This assertion underscores our dedication to creating a workplace and community environment that is not only free from discrimination and harassment but is also characterized by inclusivity, respect, and fairness.

Harassment

Harassment is characterized by verbal or physical conduct that demeans, demonstrates hostility, or expresses aversion towards an individual due to their race, color, religion, gender, national origin, age, or any other protected class, as well as towards their relatives, friends, or associates. Such harassing conduct encompasses, but is not limited to, the use of epithets, slurs, negative stereotyping, or engaging in threatening, intimidating, or hostile acts. Additionally, it includes the circulation or placement of written or graphic material that denigrates or displays hostility or aversion towards an individual or group, whether on walls, bulletin boards, or other locations within CBC's premises or workplace. This definition underscores our commitment to maintaining an environment that is free from any form of harassment and fosters respect, inclusion, and equity for all individuals.

Sexual Harassment

Sexual harassment encompasses unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that transpires based on a volunteer's sex or gender. This conduct is deemed as sexual harassment when it unreasonably interferes with an individual's work or gives rise to an intimidating, hostile, or offensive environment. This definition underscores our commitment to maintaining a work environment that is free from any form of sexual harassment, fostering professionalism, and ensuring the well-being and dignity of all individuals involved.

Complaint Procedure:

1. Report to your Volunteer Coordinator:
 - Volunteers should report any sexual harassment promptly to your volunteer coordinator.
2. Confidentiality Assured:
 - Complaints will be handled confidentially, shared only with those directly involved in the investigation.
3. Investigation by CBG's Executive Director:
 - Columbus Botanical Gardens Executive Director will conduct a prompt and impartial investigation, taking corrective action if the complaint is substantiated.
4. Non-Retaliation Policy:
 - Strict prohibition of retaliation against those reporting sexual harassment.
5. Prevention and Training:
 - The organization is committed to preventing sexual harassment through regular volunteer training.
6. Review and Continuous Improvement:
 - Periodic review and updates for continuous improvement, considering volunteer feedback and legal changes.

Confidentiality of Information

All Columbus Botanical Garden volunteers are mandated to uphold and safeguard the confidentiality of sensitive and proprietary information pertaining to CBG, both during and after their volunteer service. This includes but is not limited to participant information, business documents, reports, records, files, and correspondence, to which volunteers gain access while fulfilling their responsibilities. None of the mentioned materials may be copied or removed from CBG premises without the prior written consent of the volunteer's manager. The confidentiality extends to the names and addresses of CBG donors, participant, and volunteer information. Any release of confidential information to unauthorized parties requires prior written approval from the Executive Director.

Volunteers are expected to adhere to stringent regulations set forth by the Health Insurance Portability and Accountability Act (HIPAA) to protect the confidentiality of participant information on record with CBG. Observing confidentiality is crucial for maintaining sound relationships with participants and is of paramount legal and ethical importance. Volunteers are urged to exercise great care in discussing participant services, ensuring such discussions remain private and are not overheard by other participants, volunteers, or staff members not involved in those services.

Any inappropriate discussion of participant information or similar violations may result in immediate termination of volunteer service. Volunteers are expressly prohibited from disclosing information for any purpose without written consent from the participant, the participant's attorney, or the participant's guardian, except as may be required by funding agencies, or directly connected with arranging for services, or administration and development of the program.

In the event of violations or suspected violations of these prohibitions, volunteers are obligated to report such instances to their immediate supervisor, in this case, CBG's Volunteer Coordinator or CBG's Executive Director.

Conflict of Interest

CBG has instituted a Conflict of Interest Policy to guide volunteers in identifying potential conflicts of interest and to provide procedures for the appropriate evaluation of transactions where such conflicts may arise.

Every volunteer is expected to conduct themselves in a manner that safeguards the reputation and integrity of Columbus Botanical Garden, preserving and enhancing public confidence in CBG activities. Volunteers are required to abstain from participating in any transaction where personal interests either conflict, potentially conflict, or appear to conflict with those of CBG. An actual or potential conflict of interest arises when a volunteer is in a position to influence a decision that may lead to personal gain for themselves or a relative through CBG's business dealings. For the purpose of this policy, a relative is defined as a person related by blood or marriage, or whose relationship with the volunteer is similar to those related by blood or marriage.

Volunteers are strictly prohibited from accepting any form of payment (including gifts, cash, discounts, concessions, services, or other similar items or benefits) for services rendered as part of their volunteer service.

Moreover, volunteers are prohibited from using CBG stationery, any title of CBG, or misrepresenting themselves as an employee of CBG in connection with any matter for which they are not authorized as a representative of CBG and do not express an opinion on its behalf.

Participation in any activity contrary to this policy can result in the termination of volunteer service.

Solicitation Policy

CBG strictly prohibits volunteers from engaging in solicitation, collection, or sales activities with other volunteers, staff, or participants during the working hours of the soliciting individual or the person being solicited. Furthermore, the posting of written solicitations on company bulletin boards is expressly prohibited, as these boards are designated for official organization communications, including federal and state labor law information, community partner, volunteer and staff announcements, internal memoranda, organizational announcements, and similar official communications.

Any violation of this policy may result in the immediate termination of volunteer service. This directive is in place to maintain a professional and focused work environment, and volunteers are expected to adhere to these guidelines to ensure the smooth operation of CBG activities.

Meet your volunteer team

At the Columbus Botanical Garden, volunteers collaborate with a dedicated leadership team, including the Executive Director and coordinators for horticulture, education, public events, and private events. Opportunities range from assisting with floral arrangements, garden maintenance, and educational programs to supporting event logistics and visitor tours. Education Assistants help foster a love for nature through engaging lessons, while Public and Private Event Assistants ensure smooth event execution. Join us to make a meaningful impact and enhance our garden's beauty and visitor experience!



Executive Director
Andrew Ruhs



Horticulture Manager
Amarilys Alvarado-Velez



Director of Horticulture
Brandon Coker



Education Coordinator
Tabby Robinson



Director of Events
Lexy DeLoach



Private Events Coordinator
Taylor Steele



Private Events Coordinator
Janay Lorraine



Volunteer Coordinator
Gabby Castleberry

Volunteer Mobile App

SignUp Genius revolutionizes volunteer management at the Columbus Botanical Garden, offering a streamlined platform for volunteers to sign up, track hours, and communicate with ease. With its intuitive interface and robust features, the app replaces outdated methods, saving time and resources. Volunteers receive automatic recognition, fostering a sense of appreciation, while reporting capabilities allow us to showcase the impact of our program. By leveraging this modern solution, we aim to inspire greater engagement and maximize the contribution of our volunteers in nurturing and preserving our beloved garden.

Powerful Group Messaging

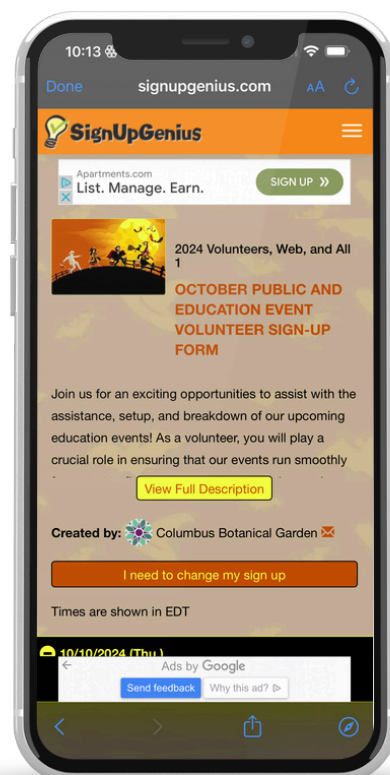
Keep participants on track with automatic email or text reminders. Import emails, share sign-ups via URL, website button, or QR code, and schedule customized invites, follow-ups, and confirmations. Send group-wide or targeted messages for easy communication.

Easy Sign Up Process

Sign up anytime from any device, no account required! Participants can easily edit or swap details, sync events to their calendar, and customize time zones, reminders, and profile pics. Set start and close dates, hide past events, and use tools to add, edit, move, or delete participants as the organizer.

Easy Payment & Donation Tools

Set donation goals and monitor progress for fundraisers and capital campaigns. Collect payments for products, services, or tickets with low fees. Track payment history and export reports to Excel for easy bookkeeping. Choose between optional or required payments and adjust item prices as needed.

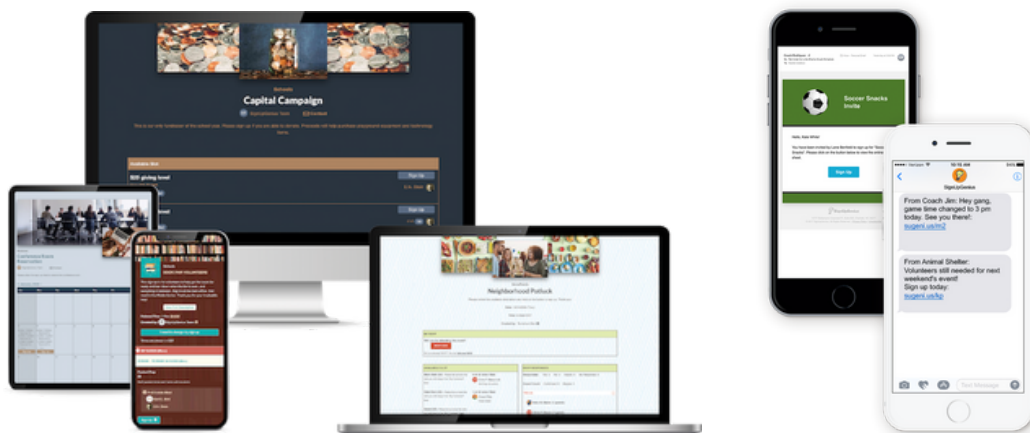


Volunteer Tools

At Columbus Botanical Garden, we're advancing our dedication to enhancing the volunteer journey by adopting **SignUp Genius** as our official volunteer management tool and mobile application. This cutting-edge platform empowers you to customize your volunteer experience, ensuring seamless alignment with your preferences and requirements.

With the integration of **SignUp Genius** this year, it becomes your central hub for overseeing your volunteer commitments. You can effortlessly manage your shift schedule, access essential documents, and communicate directly with your Volunteer Coordinator and the Volunteering team for Columbus Botanical Garden. This intuitive tool is crafted to personalize and streamline your volunteer experience.

To begin, please visit our sign-up page through the link provided for **SignUp Genius**. We're excited to optimize your volunteer journey through this advanced and user-friendly platform.



Shift Sign Up

It's vital to ensure that everyone interested in volunteering for our nonprofit grasps the sign-up process fully. Even if the process is intuitive, breaking down the steps clearly is key to eliminating any potential obstacles and ensuring a smooth experience for volunteers.

In the following sections, we offer a visual guide to our sign-up page along with detailed instructions on navigating the process and selecting a volunteer shift. This approach aims to improve understanding and accessibility, ultimately encouraging greater participation and involvement from individuals keen to support our nonprofit's mission.

It's as easy as 1..2...3..

- 1) Use this link to sign up for the event.
- 2) Fill out the registration form.
- 3) Add the event to your calendar.
- 4) Install the **SignUp Genius** app to keep track of your hours, events, and more.

Volunteer Recognition Program

At Columbus Botanical Garden (CBG), we deeply value the contributions of our volunteers, whose dedication and hard work help us thrive and fulfill our mission. To show our appreciation and recognize the commitment of our volunteers, we have established the CBG Volunteer Recognition Program. This program rewards volunteers with various incentives based on their accumulated volunteer hours.



Seedling Level (50 Volunteer Hours)

- The "Seedling Level" is all about kicking off a volunteer's journey at Columbus Botanical Garden. Just like a new sprout popping up from the soil, volunteers at this stage are starting to explore and get involved. It's a time to dive in, discover what the garden has to offer, and start building a solid foundation for future growth and impact.



Blossom Level (100 Volunteer Hours)

- The "Blossom Level" represents the exciting stage when volunteers hit 100 hours at Columbus Botanical Garden. Just like a flower moving from a bud to full bloom, these volunteers are recognized for their growing dedication and impact. It's all about celebrating their progress and the difference they're making in the garden and the community.



Garden Guardian Level (200 Volunteer Hours)

- The "Garden Guardian Level" is all about recognizing the amazing volunteers who've put in over 200 hours at Columbus Botanical Garden. It's like being a true garden superhero, taking on extra responsibility and showing major dedication. These volunteers are celebrated for their hard work in keeping the garden beautiful, sustainable, and thriving through their ongoing efforts.



Evergreen Champion Level (300 Volunteer Hours)

- The "Evergreen Champion Level" is all about recognizing the incredible volunteers who've reached 300 hours at Columbus Botanical Garden. Like the evergreen trees they're named after—strong, steady, and vital to the ecosystem—these volunteers are the backbone of the garden, embodying leadership, resilience, and dedication. They're celebrated for their unwavering commitment to sustaining and growing our garden community through their continued efforts.

Volunteer Recognition Program

At Columbus Botanical Garden (CBG), we deeply value the contributions of our volunteers, whose dedication and hard work help us thrive and fulfill our mission. To show our appreciation and recognize the commitment of our volunteers, we have established the CBG Volunteer Recognition Program. This program rewards volunteers with various incentives based on their accumulated volunteer hours.



Arboreal Ambassador Level (500 Volunteer Hours)

- The "Arboreal Ambassador Level" is all about recognizing the volunteers who've reached 500 hours at Columbus Botanical Garden. Like the tallest, most majestic trees, these volunteers are deeply rooted in the garden's mission. They stand as key figures, inspiring others through their dedication and setting a lasting example of commitment and service.

Volunteer Recognition Program Incentives

At Columbus Botanical Garden (CBG), we deeply value the contributions of our volunteers, whose dedication and hard work help us thrive and fulfill our mission. To show our appreciation and recognize the commitment of our volunteers, we have established the CBG Volunteer Recognition Program. This program rewards volunteers with various incentives based on their accumulated volunteer hours.



Seedling Level (50 Volunteer Hours)

- Upon reaching 50 volunteer hours, receive a personalized CBG water bottle as a token of appreciation.



Blossom Level (100 Volunteer Hours)

- Upon reaching 100 volunteer hours, receive a "Super Volunteer" t-shirt that showcases your dedication to the garden.



Garden Guardian Level (200 Volunteer Hours)

- Upon reaching 200 volunteer hours, receive an individual Beehive Membership and enjoy unlimited visits, exclusive events, and discounts as a valued member of the garden.



Evergreen Champion Level (300 Volunteer Hours)

- Upon reaching 300 volunteer hours, receive 2-tickets to a garden event of your choosing.

Volunteer Recognition Program Incentives

At Columbus Botanical Garden (CBG), we deeply value the contributions of our volunteers, whose dedication and hard work help us thrive and fulfill our mission. To show our appreciation and recognize the commitment of our volunteers, we have established the CBG Volunteer Recognition Program. This program rewards volunteers with various incentives based on their accumulated volunteer hours.



Arboreal Ambassador Level (500 Volunteer Hours)

- Upon reaching 500 volunteer hours, receive a Commemorative Plaque to honor your outstanding contributions.

Volunteer Handbook Acknowledgement

I acknowledge receipt of the Columbus Botanical Garden Volunteer Handbook and confirm that I have thoroughly reviewed its contents. I understand that the handbook outlines the responsibilities associated with my volunteer service at CBG. I am aware that CBG maintains the most current version of the Volunteer Handbook on the www.columbusbotanicalgarden.org website by 2/14/2025.

I agree that it is my responsibility to read and familiarize myself with the rules, policies, and standards outlined in the Volunteer Handbook, and I commit to adhering to all the policies and procedures stated therein. Should any questions arise, I understand the significance of consulting my Volunteer Coordinator for clarification.

Volunteer (signature)_____

Date_____

Volunteer (name printed)_____

"Volunteering goes beyond mere action; it embodies compassion and a dedication to fostering positive change. Within the fabric of community, every act of involvement adds to a narrative of empowerment. Together, we craft a powerful impact that extends far beyond the present moment."

- Columbus Botanical Volunteer Team

Conclusion

We express our sincere gratitude for generously donating your time to volunteer at Columbus Botanical Garden. Your dedication is greatly appreciated, and we deeply value your contribution. Your assistance is crucial in helping Columbus Botanical Garden fulfill its mission and positively impact individuals in our community each year. We anticipate the possibility of your ongoing participation and eagerly await the opportunity to welcome you back in the future.



COLUMBUS
BOTANICAL
garden

Organization Info

Columbus Botanical Garden, is a not-for-profit 501(c)3 organization situated on 40 acres of greenspace in north Columbus, GA. Our mission is to celebrate the beauty, inspiration, and wonder of the natural world, educating current and future stewards of its care. We envision ourselves as an indispensable community asset, bringing together beautiful and diverse plants and people. With four developed acres currently and plans for future expansion, your role as a volunteer is essential in realizing our vision of promoting beauty, preservation, stewardship, education, and collaboration. Join us in cultivating a deeper appreciation for nature and creating a vibrant space where plants and people thrive together.