



LAURITZEN GARDENS
OMAHA'S BOTANICAL CENTER

www.lauritzengardens.org
VOLUNTEER PROFILE

PLEASE PRINT – COMPLETE BOTH SIDES

Date _____

Last name _____ First name _____ M.I. _____

Mr. Mrs. Ms. Miss Dr.

Address _____

City _____ State _____ Zip Code _____

Home phone _____ Business phone _____

Place of Employment _____ Preferred E-mail address _____

Are you currently an active volunteer at Lauritzen Gardens? Yes No Are you a member? Yes No

Please describe the volunteer activities in which you participate at Lauritzen Gardens _____

Describe your work or volunteer experiences (optional) _____

EMERGENCY CONTACT

Name _____

Relationship _____ Business phone _____ Home phone _____

VOLUNTEER SERVICE

How often are you available to volunteer? (for example: once per month, twice per week, every week, as needed, etc.)

Circle below your skills, talents, experiences, hobbies, and interests to help us match them with our needs for volunteer service.

Addressing	Cooking	Floral design	Organizing	Selling
Assembling packets	Crafts	Foreign languages	Painting	Sewing
Audio-visual equipment	Data entry	specify _____	Photography	Storytelling
Bird watching	Decorating	Fund raising	Planning	Supervising
Calligraphy	Directing/informing visitors	Gardening	Plant sales	Teaching
Carpentry	Drawing/Painting	General office skills	Public speaking	Telephoning
Cashier	Editing	Graphic design	Publicity	Training
Children's activities	Event registration	Greeting	Repairing	Word processing
Computer skills	Filing	Mailing	Researching	Writing
		Musical instrument	Scheduling	Other _____
		specify _____		

Check preferred area(s) for service:

- | | |
|--|--|
| <input type="checkbox"/> Administrative office volunteer | <input type="checkbox"/> Horticulture Volunteer |
| <input type="checkbox"/> Education volunteer (class assistant) | <input type="checkbox"/> Maintenance volunteer |
| <input type="checkbox"/> Children's garden tour guide | <input type="checkbox"/> Marketing volunteer |
| <input type="checkbox"/> Adult garden tour guide | <input type="checkbox"/> Member check-in (Saturday/Sunday) |
| <input type="checkbox"/> Gift shop volunteer | <input type="checkbox"/> Railroad Garden Engineer |
| <input type="checkbox"/> Library volunteer | |

What do you hope to achieve through your volunteer work at Lauritzen Gardens? _____

Is there anything else you would like to tell us? Please add your comments, ideas, and suggestions. Thanks!

Volunteer services are subject to background information verification.

DESCRIPTIONS OF SOME VOLUNTEER OPPORTUNITIES:

Administrative Office Volunteer – Administrative office volunteers assist Lauritzen Gardens administrative office staff members with tasks such as preparing mailings, making copies, filing, and typing. Depending on the skills of the volunteer, other more specialized tasks may be assigned.

Education Volunteer – Education volunteers assist with youth and adult programs, family activities, and provide garden tours to adults and children.

Garden Volunteer Garden volunteers work with staff gardeners on the preparation, planting, and maintenance of the various gardens and/or greenhouses. Duties include planting, weeding, deadheading, watering, mulching, and other maintenance tasks associated with gardening. Regular and on-call positions are available.

Gift Shop Volunteer/Greeter – Gift shop volunteers assist the gift shop staff with the daily maintenance of the shop. Duties include greeting visitors, unpacking merchandise, stocking shelves, helping to arrange merchandise displays, and dusting.

Library Volunteer – Library volunteers staff the library from 10 a.m. to 2 p.m. daily for members and guests to utilize Lauritzen Gardens' extensive collection of horticulture books and periodicals. Duties may include assisting library patrons, keeping books in order for easy access, and making sure that books do not leave the library.

Marketing Volunteer – Marketing volunteers assist with promoting the garden within the Omaha area. Duties may include delivering fliers to area businesses, information searching, or staffing a Lauritzen Gardens booth at a flower or trade shows.

Member Check In-Volunteer assists on weekends and at special events with handing out member stickers, checking members of the garden in and recording zip-codes.

Special Event Volunteer – Lauritzen Gardens offer several special events each year. These include the spring bulb and flower show, May festival, Railroad Days, August festival, fall chrysanthemum show, October festival, holiday poinsettia show, and concerts. Special event volunteers assist in various ways during these special events. This includes such things as assisting with set-up, greeting guests, serving refreshments, registering guests, distributing information to guests, and clean-up following the event.

Zip Code/ Greeter – Greeters welcome guests in the visitor center and assist with member check-in and gathering zip codes for census numbers.

Return this form to the Volunteer Coordinator, Jane Diesen, at 100 Bancroft Street, Omaha, Nebraska 68108.

We will contact you to discuss volunteer opportunities available at Lauritzen Gardens.

Thank you for your interest.