



UW-Madison Arboretum Volunteer Handbook



Welcome and Introduction

Welcome to the UW-Madison Arboretum's corps of volunteers! We are delighted that you have joined us and hope that the time you spend with us will be enjoyable, productive, and rewarding. Community members have volunteered with the Arboretum for decades, and played a role in the founding of the Arboretum. You are joining a long line of dedicated people who cherish the Arboretum and help keep our programs and plants alive and thriving by giving time, energy and talent to a variety of rewarding tasks that support our work of conserving and restoring Arboretum lands, advancing restoration ecology, and fostering the land ethic.



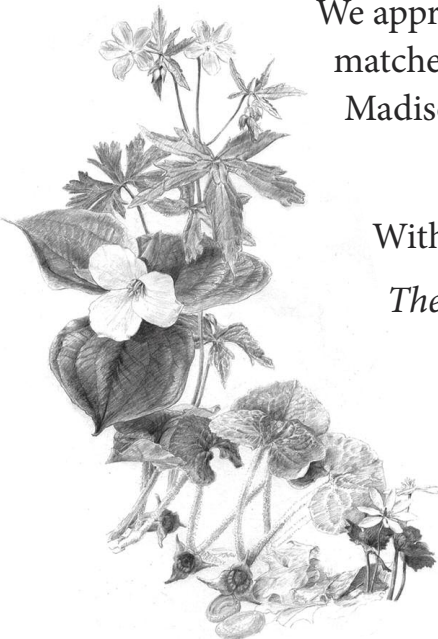
As a volunteer, your interaction with our visitors makes each one of you an important part of the Arboretum. Many times a visitor's only impression comes from an encounter with a volunteer. No matter what other duties you may have, you are also an ambassador for the Arboretum.

We believe our mission is best served through establishing and maintaining a positive work environment for volunteers and staff. Therefore, policies exist to recognize and support the rights and responsibilities of each volunteer. The Volunteer Handbook is intended to communicate these policies. We encourage you to familiarize yourself with the Handbook and direct any questions you may have to the Volunteer Program Coordinator, your staff supervisor, or the Director.

We appreciate that our volunteers' commitment to excellence matches our own. Thank you again for helping to make the UW-Madison Arboretum a wonderful place for all who come here.

With our gratitude,

The Staff of UW-Madison Arboretum





About the UW-Madison Arboretum



Mission

Our mission is to conserve and restore Arboretum lands, advance restoration ecology, and foster the land ethic.

Vision

The Arboretum is a global source of knowledge and model of restoring ecologically sustainable relationships between people and the land through integrative, innovative and collaborative approaches in science, stewardship, education and public engagement.

The Goals of the Volunteer Program

Through volunteer engagement, we foster a mutually beneficial relationship between humans and the rest of the natural world. While people are volunteering we provide them with the opportunity to build their ecological literacy. Our volunteers amplify the work paid staff can accomplish in ecological restoration, gardening, education, public outreach, research, and other endeavors.

The Volunteer Program Coordinator

The volunteer program coordinator provides a central organizing point for effective volunteer administration and facilitates joint staff and volunteer efforts to foster more productive and successful endeavors. The coordinator is responsible for planning effective volunteer use, assisting staff in developing volunteer roles and training, recruiting and placing volunteers, ongoing education and engagement with volunteers, and tracking and evaluating volunteers' contributions to the Arboretum's mission and programs.

History

The Arboretum is unique—not a park, and much more than a traditional arboretum or horticultural garden. Its more than 1200 acres contain restored ecological communities typical of Wisconsin before European settlement, the largest collection of its kind in the world.

Much of the current land was purchased during the Great Depression. At that time it was cultivated fields and pastures and a failed real estate development now known as the Lost City. Crews from the Civilian Conservation Corps provided most of the initial labor to build the Arboretum's infrastructure and begin restoration work.

The Arboretum was dedicated in June 1934. The event featured speeches by Aldo Leopold, first Research Director, and others. Additional important early leaders included the horticulturist and landscape architect G. William Longenecker, for whom today's Longenecker Horticultural Gardens are named, and archeologist Charles E. Brown, who surveyed and supervised restoration of the effigy mounds in Wingra and Gallistel Woods.

The Arboretum Today

The Arboretum now comprises 997 acres north of the Beltline Highway (U.S. Highway 12), a 203-acre parcel south of the Beltline, and over 500 acres in eleven outlying properties around the state. Restoration is a work in progress. Today the Arboretum faces new challenges in storm water management, control of invasive species, coping with the effects of climate change, and increasing urbanization of the surrounding area. Nevertheless, research conducted here will continue to benefit restoration efforts everywhere.

Land and Land Care

Prairies and Savannas

Until the mid-1800s, prairies and savannas covered most of southern Wisconsin. Today, thanks to many decades of intensive restoration work at the Arboretum, a succession of more than 300 species of native plants bloom on the property from April through October. Oak savannas are a species-rich ecological community characterized by frequent fire and open-grown trees. They once dominated the landscape of southern Wisconsin. Arboretum prairies and savannas include Curtis Prairie, Greene Prairie, Marion Dunn Prairie, Sinaiko Overlook Prairie, Wingra Oak Savanna, Southwest Grady Oak Savanna, and Juniper Knoll.

Deciduous Forests

Woodland flowers bloom here in spring, followed by shady summer foliage and brilliant autumn color. Wingra Woods and Gallistel Woods contain ancient burial mounds, relics of a Native American culture that flourished here between 650–1200 years ago. Deciduous forests of the Arboretum include Noe Woods, Wingra Woods, and Gallistel Woods.

Conifer Forests

The Arboretum's pine and boreal forests are representative of Wisconsin northwoods. Arboretum samples include the Leopold Pines and the Lost City Forest.

Wetlands

Species richness in shallow-water habitats at the Arboretum is diminishing due to a long history of modified water levels and aggressive plant invasions. Research on Arboretum wetlands focuses on how to restore biodiversity to these areas. Gardner Marsh, Wingra Marsh, Teal Pond Wetlands, and Redwing Marsh are the wetlands of the Arboretum.

Horticultural Collections at the Arboretum

Whether the intention is to showcase the variety of trees, shrubs and vines that are Wisconsin-hardy or to inspire gardeners to use native grasses, sedges and forbs on their land, our horticultural collections are educational and a delight for the senses. The horticultural collections include the Longenecker Horticultural Gardens, the Viburnum Garden, and the Wisconsin Native Plant Garden.

Caring for over 1800 acres that include 20 miles of trails, 3 miles of paved road, several buildings, miles of fences, and diverse horticultural and ecological collections takes constant, skilled attention. The land care staff handles snow removal, storm water pond maintenance, prescribed fires, trail maintenance, garden care, invasive species removal, hazard tree removal, and more. Volunteers work alongside the land care staff on many of these activities, contributing their energy and ideas to effective land care strategies.

Restoration and Research

The Arboretum can truly be called “the birthplace of ecological restoration.” Restoration is the process of establishing functioning biological systems rich in native species. The Arboretum was a pioneer in the restoration and management of ecological communities, and continues to be preeminent in this area. It is home to the world's first restored prairie, Curtis Prairie. On this site, John Curtis, his colleagues and students, demonstrated the important role of prescribed fire in prairie management and developed techniques to establish tallgrass prairies.

Experienced Arboretum land managers continue to work with scientists, students, and volunteers to develop new strategies for restoration and land management and contribute to scientific knowledge. The plants and animals and other organisms – and their habitats – are the subject of constant study by botanists, wildlife ecologists, soil scientists, horticulturists, engineers, landscape architects, artists, and others. Thousands of schoolchildren, teachers, families, and individual volunteers participate in the ongoing process of restoring the land.

Funding

Funding for maintenance, programs, and salaries is provided by the University of Wisconsin, State of Wisconsin, Friends of the Arboretum, private donations, grants, and fees for some classes and events.

Facilities

The Visitor Center houses offices, classrooms, two libraries, an art gallery, a theater, an exhibit hall, a bookstore, and an auditorium. Campus groups or other groups whose missions are similar or related to the Arboretum's mission may hold meetings at the Visitor Center. The facility coordinator handles requests for using Arboretum facilities.

Outreach

Spring and fall feature free rides on the “Badger Trolley,” narrated by a naturalist who presents an overview of the Arboretum and its history. Every month we hold a public walk on the Saturday night nearest the full moon. Every Sunday a free public walk takes visitors through Arboretum restoration areas. The Longenecker Horticultural Gardens and

the Wisconsin Native Plant Gardens are featured on Wednesday evening garden tours from late April into summer. These free trolley rides and public walks are paid for by the Friends of the Arboretum. Other public events are described on the website, on our Facebook page, and in the quarterly newsprint guide. A selection of pamphlets and brochures is available by the reception desk at no charge. The monthly Friends of the Arboretum newsletter provides a schedule of the month's events and other timely information. Friends members receive this as a benefit of membership; free copies are usually available in the Visitor Center.

Friends

Friends of the Arboretum is an important support organization that helps the UW-Madison Arboretum fulfill its mission. Membership in the Friends is a commitment to the principles and practice of ecological restoration. It is also an opportunity to join in a variety of workshops, field trips and special events. The strength of the Friends lies in its members' willingness to support the Arboretum with their time, talents and membership dues, and special donations. The annual Native Plant Sale in May is a popular event run by Friends of the Arboretum.



Visitor Center. Photo by Jeff Miller, UW-Madison University Communications

Location

The Arboretum's 1200 acres border the southern half of Lake Wingra. Vehicles can enter in two places: from the north at the intersection of McCaffrey Drive, North Wingra Drive and South Mills Street; from the south at the intersection of McCaffrey Drive and Seminole Highway, just north of the Beltline (Highway 12).



Hours

Arboretum trails and the Visitor Center parking lot are open year-round from 7 a.m. to 10 p.m. Other Arboretum parking lots are open from sunrise to sunset. Our Visitor Center is open weekdays from 9:30 a.m. to 4 p.m. and weekends from 12:30 to 4 p.m. (excluding holidays). The gate is open on McCaffrey Drive on Sundays from noon until 5 p.m. year-round.



The Volunteer Experience



Volunteer Facts

The Arboretum is a teaching and research center of the UW-Madison, and therefore all UW-Madison policies are applicable here. You should know the following facts:

Liability protection is provided to all officers, employees and agents of the University under Wisconsin Statute, Section 895.46(1). Volunteers acting under the direction and control of the University and for its benefit are considered agents and thus covered. This statute authorizes the State to pay claims based on the negligent acts of employees or agents or to defend employees or agents against allegations of negligence, which may have caused injury or property damage to others provided the employee or agent was acting within the scope of his/her responsibilities to the University. It is important that volunteers acknowledge mistakes that could lead to potential liability claims and that such incidents be reported promptly (within 24 hours) to your supervisor or the Volunteer Program Coordinator, who will report incidents to the UW-Madison Risk Management Office.

Volunteers are not covered by the state's worker compensation program. You are encouraged to maintain your own health insurance. If injured during the course of your volunteer work, you would have the same legal rights as any visitor to the campus to seek compensation if the injury resulted from University negligence.

Executive Order #54 (EO 54) requires the reporting of child abuse or neglect. UW-Madison employees and UW-Madison volunteers expected to have regular contact with minors are required by EO 54 and campus policy to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment or volunteer activities, you observe an incident or threat of child abuse or neglect, or learn of an incident or threat of child abuse or neglect, and you have reasonable cause to believe that child abuse or neglect has occurred or will occur.

For more information, please see the UW-Madison Office of Equity and Diversity website at: <http://www.oed.wisc.edu/childabuse/>.

In order to be covered by the State's Liability Protection while driving on University business, all UW-Madison faculty, staff, student, LTE and volunteer drivers must be approved through Risk Management prior to departing on University business. Regardless of whether you are driving your personal vehicle, Car Fleet or Department of Administration (DOA) vehicle, or rental vehicle, all potential drivers must complete the appropriate driver authorization request form. Supervisors should see the Volunteer Program Coordinator to initiate the driver authorization request for volunteers.

Rights and Responsibilities

Volunteer Rights

- Receive equal opportunities regardless of race, sex, age, religious beliefs, gender identity, sexual orientation, financial status, or disability, so long as reasonable accommodations can be made to enable you to fulfill the volunteer responsibilities
- Receive training and supervision that will improve your understanding of the Arboretum and your ability to communicate that understanding and enable you carry out your duties effectively
- Be given meaningful assignments
- Have access to the tools and materials necessary to fulfill your duties
- Be involved in evaluating the volunteer program
- Be shown respect for your skills, dignity and individuality
- Receive recognition in a way that is meaningful to you
- Receive the attention of a staff member if you desire it and to receive a prompt response to your observations and suggestions
- Participate in an exit interview when you leave volunteer service

Volunteer Responsibilities

- Perform volunteer duties as outlined in your position description to the best of your ability and in the best interest of the Arboretum
- Follow Arboretum and University regulations and guidelines
- Meet time commitments
- Approach the public as a goodwill ambassador for the Arboretum and its mission

- Aid in interpreting the Arboretum mission by communicating specific regulations as needed
- Treat visitors, employees, and fellow volunteers with respect
- Participate in continuing education opportunities
- Communicate suggestions and observations regarding your position, the volunteer program, and the Arboretum as a whole to your supervisor, Volunteer Program Coordinator, or Director. Volunteers' observations and critiques have been invaluable in the volunteer program and many other Arboretum programs.

Dress Code

As Arboretum representatives, volunteers are expected to be well-groomed with good personal hygiene and to project a professional image, whether an assignment calls for office clothes or field clothes. Volunteers should wear their name tags, if a name tag has been provided. Your supervisor will provide more details on appropriate attire if you volunteer outdoors.

During typical outdoor volunteer projects, volunteers spend approximately 2-4 hours outdoors, sometimes in brushy vegetation. Mosquitoes, chiggers and ticks are present in the summer, snow likely in the winter. It is very important to dress properly in order to have a comfortable and safe Arboretum volunteer experience. Wear clothes that you don't mind getting dirty.

Required

- Sturdy closed-toed shoes or boots
- Long pants

Optional, but recommended

- Long-sleeved shirt
- Heavy socks
- Hat
- Jacket (no flannel or fleece—burs cling to them)

Do not wear or bring

- Sandals or flip-flops
- Shorts
- Tablets or mp3 players. Cell phones should be kept safe in a bag or pocket.
- Dress clothes

Benefits

Volunteers are given the opportunity to use their talents while gaining valuable knowledge and experience. By donating their time to the Arboretum, individuals are able to serve the community, gain

personal fulfillment, explore potential careers, and interact with people who share common goals and interests. The Arboretum depends on the committed and hard-working volunteers who give their time to advance the mission of conserving and restoring Arboretum lands, advancing restoration science, and fostering the land ethic. The hours you devote to the Arboretum are an incredibly valuable resource. Each year about 1100-1400 people volunteer more than 10,000 hours to land care, education, visitor services, research, and administrative efforts.

The Arboretum, with generous support from the Friends of the Arboretum, rewards volunteers by:

- First and foremost, effectively engaging volunteers in meaningful work that truly benefits the Arboretum and the volunteers
- Offering training, orientations, and ongoing education appropriate to specific volunteer positions
- Inviting all volunteers to an annual volunteer recognition event
- Sending those who volunteer routinely a volunteer newsletter published at least two times per year
- Ensuring close interaction with and support from appropriate staff
- Providing free admission to events when volunteering for those events

Tracking Hours

Accurate records of volunteer hours help the Arboretum demonstrate community support for our work in grant applications and other fundraising efforts, enable us to assess labor needs, and help us to evaluate the effectiveness of our programs.

Volunteers should check with their supervisors on the proper way to track and report volunteer work hours. For some positions, the volunteer records and reports hours directly to the Volunteer Program Coordinator each month. For other positions, the volunteer's supervisor records and reports hours to the Volunteer Program Coordinator. If you are not sure, you can ask the Volunteer Program Coordinator or your supervisor.

Procedures for Notification In Case of Absence

If you are unable to work your scheduled shift, please notify your supervisor as far in advance as possible. When you first begin volunteering, ask your supervisor whether she/he prefers being notified by phone or e-mail. Please do not seek a substitute without first talking to your supervisor.

If a volunteer work session must be canceled because of inclement weather or other reasons, your supervisor will notify you as far in advance as possible. Please let your supervisor know how you would prefer to be notified of cancellations.

Staff will discuss frequent unexpected absenteeism with those volunteers who routinely do not show up for shifts. If the work schedule is no longer convenient for the volunteer, the Volunteer Program Coordinator can discuss other volunteer opportunities and try to find a more appropriate assignment.

Dismissal

Volunteers who do not adhere to the Arboretum's policies and procedures or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be dismissed until the volunteer has had an opportunity to discuss the situation with supervisory staff. Prior to dismissal, staff will seek consultation and assistance of the Volunteer Program Coordinator.

Possible grounds for dismissal may include, but are not limited to, the following:

- Failure to abide by the Arboretum's volunteer policies and procedures
- Failure to satisfactorily perform assigned duties
- Failure to follow safety requirements, rules, and regulations
- Gross misconduct or insubordination

Ethical Conduct

Volunteers at the Arboretum, like paid staff, are required to abide by ethical standards of conduct described in the Wisconsin Administrative Code. Specifically:

No Personal Gain

- Volunteers may not use their positions for personal gain in a manner contrary to the interests of the University of Wisconsin System. ("Personal gain" includes money, gifts, plants, in kind, equity, or anything of value to the recipient.) Nor may they use their position to obtain financial gain or anything of value, or any advantage, privilege, or treatment that will benefit their families or organizations with which they are associated.
- Volunteers are to refrain from use of Arboretum property for personal reasons with the exception of the use of communication equipment (e.g., telephones, computers) to make essential contacts.

—Visitors may be inclined to offer tips to volunteers in return for their assistance. While this is a generous offering, volunteers should not personally accept such monies. Instead, thank the visitor for the offer and suggest that they donate the money to the UW-Madison Arboretum at the donation box by the front door of the Visitor Center.

Volunteers who witness a breach of these ethics standards should report the incident to their supervisor or the Volunteer Program Coordinator, who is obliged to document the incident and investigate the allegation.

Sexual Harassment Policy

It is the policy of the UW-Madison, in keeping with efforts to establish an environment in which the dignity and worth of all members of the University community are respected, that sexual harassment of students, volunteers and employees at UW-Madison is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below.

Sexual harassment of employees, volunteers and students at UW-Madison is defined as any unwelcome sexual advances, request for sexual favors, and other verbal and physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or volunteer placement
- Submission to or rejection of such conduct is used as the basis for decisions affecting that individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or education experience, or creates an intimidating, hostile, or offensive work or educational environment.

Persons who believe that they have been sexually harassed and wish further information, or assistance in filing a complaint, should contact the Equity & Diversity Resource Center, 179-A Bascom Hall, (Voice) 608/263-2378, (TTY) 608/263-2473.

Drug and Alcohol Free Workplace

The UW-Madison campus, including the Arboretum, is a drug and alcohol free workplace.

University rules, policies and practices prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances on all

University property and work sites. Any volunteer who engages in any of these actions on University property or the work site or during work time may be subject to disciplinary action up to and including discharge.

If a volunteer is or appears impaired during work time, he or she may be asked to leave and/or be dismissed from volunteer service.

Violence in the Workplace

The UW-Madison views aggressive and/or violent behavior as disruptive and contrary to developing and maintaining a safe, productive, and supportive work environment. Such behavior is not allowed. Volunteers who exhibit such behavior will be held accountable under University policy and rules, as well as local, state, and federal law. All threats and acts of aggressive or violent behavior should be taken seriously. Acts of violence or threats of imminent violence require an immediate response – dial 911. In the event of other threats, supervisors and/or Human Resources should be informed so they may investigate the situation and, when necessary, dial 911 or contact the Employee Assistance Office at 608-263-2987 or TDD/TTY 608-265-8460.

Safety

The physical well-being of every student, visitor, volunteer and employee is a primary consideration in every Arboretum activity, whether the activity is fixing a trail, planning an event, operating the bookstore, weeding the gardens, or performing other tasks. Each volunteer has the responsibility to:

- Read and follow safety instructions posted in work areas and on equipment
- Operate only that equipment which she/he has been authorized to use
- Use the safety equipment provided for his/her job
- Keep work areas clean and orderly
- Avoid behavior which could lead to injury
- Report unsafe conditions to his/her supervisor.

Volunteers should follow established Arboretum procedures for reporting accidents. Report any accident with all details to your supervisor or alternate staff member as soon as possible (within 24 hours of accident).

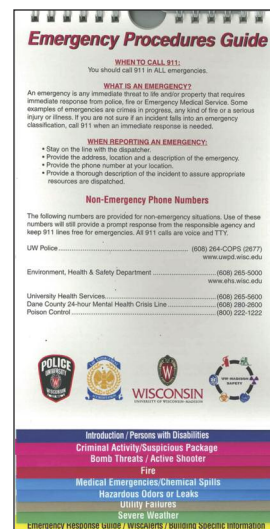
Official **Emergency Procedures Guides** are located at the reception desk, in the bookstore, in each office of the Visitor Center, in the work room in the basement of the Visitor Center, in the steward/ranger office (in the Lab), and in the Maintenance Building. These Emergency Procedures Guides provide details on how to respond to many types of emergencies.

Tornado

The designated safe zones during a tornado or tornado warning at the Arboretum include the Visitor Center basement restrooms, work-room and conference room (all in the new wing); and the root cellar near the maintenance area. In case of a tornado warning or tornado, seek shelter immediately. If you are at the reception desk or in the bookstore, leave Visitor Center doors unlocked and encourage visitors to head to the basement.

First aid

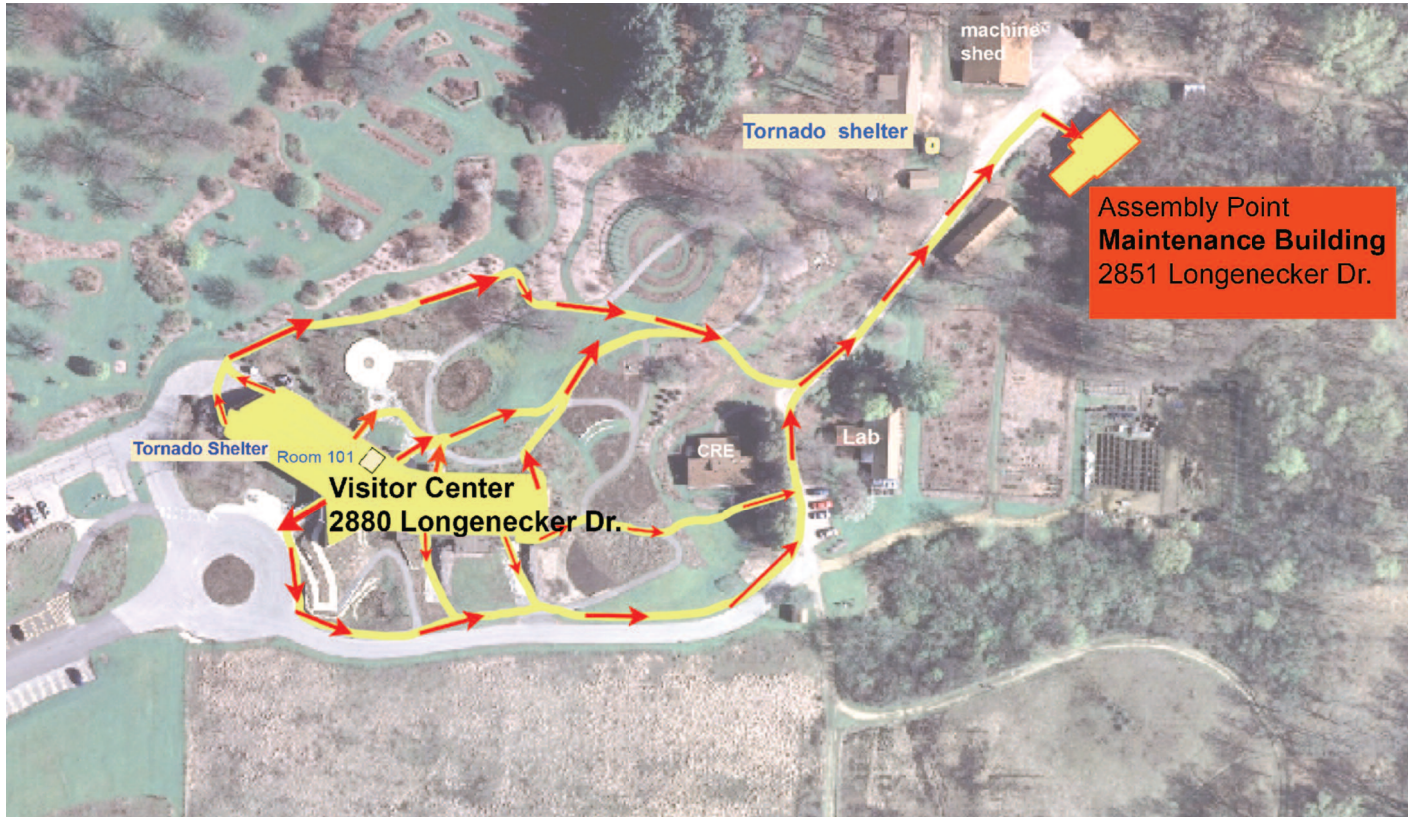
First aid kits are located in the staff kitchen of the Visitor Center, in the hallway of the Lab, and in the Maintenance Building. These contain supplies for the least serious injuries: band aids, tweezers, gauze, and disinfectant wipes. Only staff and volunteers have access to these supplies. If a visitor is in need of first aid supplies, a staff person should be notified and that person will assist the visitor.



Fire

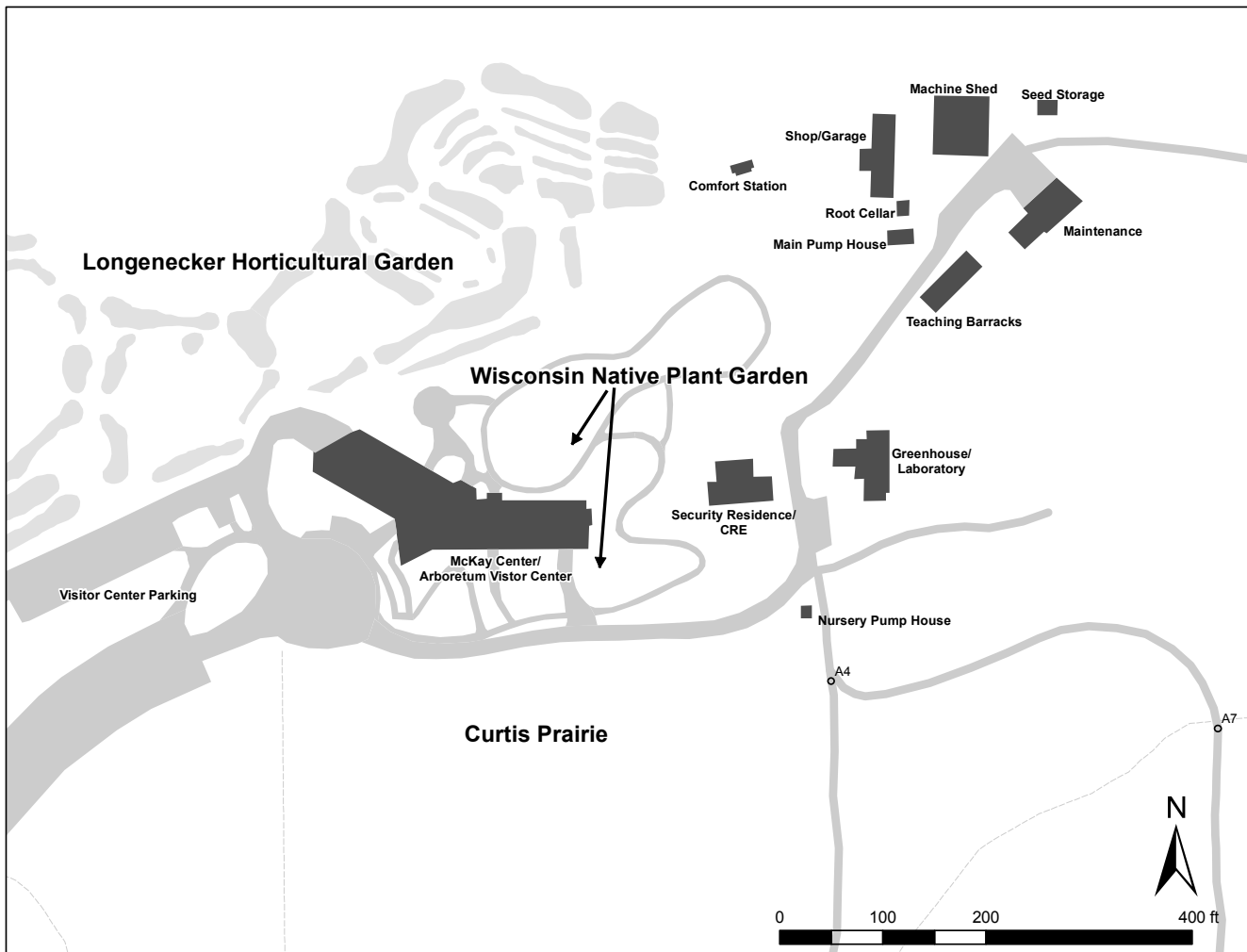
Upon discovery of a fire, pull the nearest fire alarm. If safely accessible to telephone, dial 911 and identify yourself, give location of the fire (physical address, building name, floor, room number), and provide details of fire emergency. Exit the building. In case of a fire in the Visitor Center, the gathering site is the Maintenance Building (sometimes called “the shop”) northeast of the Visitor Center along the

paved service road. The Maintenance Building can be reached by exiting from the north exhibit hall doors towards the Native Plant Gardens and turning right (east) on the path through the Native Plant Gardens, down the hill past the Center for Restoration Ecology Building, down the paved service road to the maintenance area. The physical address of the Visitor Center is 2880 Longenecker Drive. See map for exit routes.



*Drawings on pages 1, 2, and 7 by Elisabeth DeBoor. Drawings on page 3 by Patrick Shea.
Photographs on page 1 by Bill Arthur.*

BUILDINGS MAP



IMPORTANT CONTACT INFORMATION

University of Wisconsin Arboretum
1207 Seminole Highway
Madison, WI 53711-3726
608-263-7888 (Visitor Center Reception Desk and Bookstore)
Website: uwarboretum.org

Physical address in case of emergency:
2880 Longenecker Drive, Madison, WI 53711

In an emergency dial 911.