



Spring/Summer 2007

Dear Friend of the Botanic Garden of Western Pennsylvania:

Thank you for your interest in volunteering to work with us as we continue to bring the dream of the Botanic Garden of Western Pennsylvania to a reality. For many years, generous and willing individuals have shared their time and talents with this major horticultural initiative in our city. We welcome your efforts to help us “grow.”

In order to help you identify where and how best you can support our needs and special projects as well as your own interests, we have enclosed brief descriptions of our many volunteer activities.

Please complete the Volunteer Enrollment form included with this mailing and either mail or fax it to the Botanic Garden of Western Pennsylvania. If you have any questions, please call our office at 412-444-4464. We look forward to meeting you soon, and thank you for your interest and support!

Sincerely,

Linda Romito
Volunteer Coordinator



Volunteer Opportunities

Administrative/Office Assistance

- Work at the Botanic Garden's Greentree office location and input new membership enrollments into our database. Prepare return membership packets for mailing.
Frequency: Monthly, 4-6 hours
- Work at the Botanic Garden office doing office support work as needed. BGWP staff will notify you 24-48 hours in advance.
Frequency: On-call/varies
- Work at the Botanic Garden office or be available by telephone to respond to requests for technology assistance on an as-needed basis.
Frequency: Varies

Presentations to Garden Clubs

- Daytime presentations on the development of the Botanic Garden of Western Pennsylvania to local garden clubs requesting a speaker. Public speaking experience preferred, with advance training provided by members of the Botanic Garden staff. Presentations could include use of a prepared script and/or PowerPoint.
Frequency: Varies (typical presentation approximately 2 – 4 hours)

Gardening & Maintenance of the Botanic Garden Entrance

- Join with other members of the Botanic Garden to prepare the entrance on Noblestown Road, the future home of the Botanic Garden of Western Pennsylvania. Prepare flower beds, plant, prune and beautify our special garden in the spring. Maintenance watering during the summer, as needed. In autumn, assist others in putting the garden site to bed for the winter.
Frequency: Varies (2 – 6 hours, with dates scheduled by Committee Chair)

Event Volunteer

- The Botanic Garden of Western Pennsylvania hosts several fundraising events throughout the year and relies heavily on our enthusiastic volunteers to help successfully execute each one. Events include the annual Plant Sale, Open Gardens Day Tour and Party in the Garden! gala event. For more information on events, please contact a representative from the Botanic Garden office.



Volunteer Enrollment Form

Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ home _____ work _____

Email _____

How would you prefer to be contacted? (circle) Home Phone Work Phone Email

Previous volunteer experience _____

Are you a Master Gardener? If so, please let us know where you received your training _____

Please check the areas in which you would be interested in volunteering:

Administrative/Office Assistance _____

Technology On-call support _____

Gardening & Maintenance of the Botanic Garden Entrance _____

Special Events Assistant (please check preference(s):

*Plant Sale (7 a.m.-3 p.m., annually in May) _____

*Presale Plant Sale-Set up day (9 a.m. – 2 p.m.) _____

*Open Gardens Tour (June) _____

Preferred location (North or South Hills) 3 hour hosting _____

*Party in the Garden! (May) _____

Availability:

Weekly _____ Monthly _____

Special Events Only _____

Additional comments, suggestions, interests: _____

Thank you for your time in completing this questionnaire. We encourage all volunteers to join our organization as a member and are enclosing membership information for your consideration.

Please return form to:

Linda Romito, Volunteer Coordinator
850 Poplar St. ~ Pittsburgh, PA 15220
Phone: 412-444-4464 ~ Fax: 412-444-4465