I’m signed up as a volunteer, now how do I get started?
Visit our website!

Welcome to the Chadwick Arboretum Volunteer Page!
Here, you can currently find information in this order:

- Volunteer Orientation Materials and paperwork
- The link to Hands on Connect, your volunteer time and project tracking website
- Volunteer Updates

Chadwickarboretum.osu.edu
Hands on Connect

This is your platform for entering volunteer hours and finding new projects to volunteer.

- Website: osu.handsonconnect.org/
- Find tons of great tutorials here: mastergardener.osu.edu/intranet/mgv-county-coordinators/salesforce-hands-connect-resources
Step 1: Go to osu.handsonconnect.org and Create an Account under “Potential Volunteers”
After submitting your account information, verify your account by clicking on the link sent to your email. Then, go to the Current Volunteers → Volunteer Home tab.
This Volunteer Home page is where all the action is!

### My Counties

<table>
<thead>
<tr>
<th>Organization</th>
<th>County Coordinator</th>
<th>County Coordinator Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio State University Chadwick Arboretum</td>
<td>Julia Wilson</td>
<td><a href="mailto:wilson.4615@osu.edu">wilson.4615@osu.edu</a></td>
</tr>
</tbody>
</table>

Search Projects that you are interested in.
Express Interest

VOLUNTEERS NEEDED THROUGH 12/31/2026

Location: Columbus, OH 43210

Opportunity Leader: Julia Wilson  Email this contact

After expressing interest, the Opportunity Leader will contact you to confirm participation and provide directions for this opportunity.

You have already expressed interest in this opportunity. Use the email link above to contact the Opportunity Leader directly.

This is how you indicate your interest in the opportunity so that the leader can add you to their email list and get you started.

There are only a few opportunities (with the Cultivar Trials) where you are signing up for a specific date and time.
Chadwick: Cultivar Trials Greenhouse Workers

Ohio State University Chadwick Arboretum | https://chadwickarboretum.osu.edu

Greenhouse Workers

8-10 people

Meet weekly in the Howlett Hall greenhouses as needed. Duties include planting seeds, transplanting, watering, making labels, labeling plants, deadheading, moving flats, washing, and filling pots, organizing benches, preparing flats to go to Springfield, and more.

This takes place from end of January through mid-May. Monday and Thursday mornings from 9:00 – noon.

Sign Up

THURSDAY, FEBRUARY 3, 2022 FROM 9:00 AM – 12:00 PM

Location: Columbus, OH 43210

Volunteer Limit: 10 | Spots Remaining: 8

Opportunity Leader: Julia Wilson  Email this contact

Full opportunity address and directions will be sent to you by e-mail after you sign up.
Log your hours, please!

Now that you have expressed interest in that project, it will allow you to log your volunteer time for that project under “My Ongoing Opportunities”

<table>
<thead>
<tr>
<th>Volunteer Opportunity</th>
<th>Log Time</th>
<th>Remove Me</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancer Survivors Plaza</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chadwick Event: ArboBlitz</td>
<td>Log Time</td>
<td>Remove Me</td>
<td>Julia Wilson, <a href="mailto:wilson.4615@osu.edu">wilson.4615@osu.edu</a></td>
</tr>
<tr>
<td>Chadwick Event: Spring Plant Sale Fundraiser</td>
<td>Log Time</td>
<td>Remove Me</td>
<td>Julia Wilson, <a href="mailto:wilson.4615@osu.edu">wilson.4615@osu.edu</a></td>
</tr>
<tr>
<td>Chadwick: Cultivar Trial Regular Workdays</td>
<td>Log Time</td>
<td>Remove Me</td>
<td>Julia Wilson, <a href="mailto:wilson.4615@osu.edu">wilson.4615@osu.edu</a></td>
</tr>
<tr>
<td>Chadwick: Other Volunteer Opportunities not listed</td>
<td>Log Time</td>
<td>Remove Me</td>
<td>Julia Wilson, <a href="mailto:wilson.4615@osu.edu">wilson.4615@osu.edu</a></td>
</tr>
</tbody>
</table>
Logging your hours for a specific date and time:
You are able to log hours once that date has passed.

My Upcoming Opportunities

<table>
<thead>
<tr>
<th>Volunteer Opportunity</th>
<th>Start Date &amp; Time</th>
<th>End Date &amp; Time</th>
<th>Status</th>
<th>Opportunity Coordinator Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chadwick: Cultivar Trials Greenhouse Workers</td>
<td>5/26/2022 9:00 AM</td>
<td>5/26/2022 12:00 PM</td>
<td>Confirmed</td>
<td>Julia Wilson</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries

Verify Attendance for Previous Opportunities

<table>
<thead>
<tr>
<th>Volunteer Opportunity</th>
<th>Start Date &amp; Time</th>
<th>Attendance Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chadwick: Cultivar Trials Greenhouse Workers</td>
<td>1/31/2022 8:00 AM</td>
<td>Please Verify</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries
New Annual Requirement!

First, indicate that you have completed your volunteer hours and continuing education hours. (There is no minimum requirement to continue volunteering.)

Read through the volunteering forms and digitally sign.
Are you a Master Gardener Volunteer?

You will see two “counties”

My Counties

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</tr>
</thead>
<tbody>
<tr>
<td>Franklin County MGV</td>
<td>Missy O'Malia</td>
<td><a href="mailto:omalia.14@osu.edu">omalia.14@osu.edu</a></td>
</tr>
<tr>
<td>Ohio State University Chadwick Arboretum</td>
<td>Julia Wilson</td>
<td><a href="mailto:wilson.4615@osu.edu">wilson.4615@osu.edu</a></td>
</tr>
</tbody>
</table>

Except for Cultivar Trials volunteer opportunities, you will mostly explore projects and log your hours on the Franklin County MGV portal.
Are you a Master Gardener Volunteer?

As an MGV, it is nice to have access to Chadwick Arboretum’s portal, because you can explore additional things we have going on.

Be aware, not all Chadwick projects count towards MGV recertification (ie: Cancer Survivors Plaza)
MGVs who volunteer in the Cultivar Trials:

You will use the Chadwick Arboretum portal to search for projects and sign up for shifts.

Notice the various opportunities! You will only see these on the Chadwick portal. Chadwick Arboretum opportunities can always be identified on your homepage because they say “Chadwick” before the project name.
MGVs who volunteer in the Cultivar Trials:

We are still working through the process of where to log your hours.

Likely, you will need to log them under Franklin County MGV, but give Julia your hours separated out at the end of the year.

For example:

10 hours – Greenhouse work
20 hours – Adopt a bed
  2 hours – Prep Day
2 hours – Planting Day
Questions?

Please email Julia Wilson at

Wilson.4615@osu.edu

Or attend my Virtual Volunteer Office Hours
Times for these and the link to join can be found on our website under “Current Volunteers”