

# **Chadwick Arboretum & Learning Gardens**

## **2023 Spring Plant Sale and Auction: May 11-13, 2023**

### **Volunteer Training Notes**

**WHY WE DO THIS:** Chadwick Arboretum is self-supporting. The Spring Plant sale generates over \$35,000 in funds for Chadwick Arboretum operations and programs. So, the success of the plant sale is VERY important to us. Most of our purchases of heavy equipment such as lawn mowers, loaders, tillers, and sprayers are realized through the money that is raised at the sale as is purchase of hand tools, plant labels, season color change-outs around the arboretum, and additions to our plant collections .

**FUNDING:** The Chadwick Arboretum & Learning Gardens has three ways of generating funds for its programs and operations:

1. *Friends of Chadwick* membership (we have about 1,300 card-carrying members).
2. Endowments and gifts (both cash and in-kind).
3. Fund raising events, mainly our Spring Plant Sale and Auction.

#### **PLANT SALE COORDINATORS:**

##### **Plant Sale Chairpersons :**

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Allen Fabian: [afab48@icloud.com](mailto:afab48@icloud.com), (614) 579-4617

Sam Shy (mentoring): [samsamiamiam@yahoo.com](mailto:samsamiamiam@yahoo.com), (614) 580-2100

**Volunteer Coordinator** – Julia Wilson: [Wilson.4615@osu.edu](mailto:Wilson.4615@osu.edu), (513) 593-0746

**VOLUNTEERS:** The Spring Plant Sale & Auction Fundraiser is coordinated and staffed by volunteers. Whether you are a seasoned veteran volunteer or just getting started with Chadwick Arboretum, we hope that these guidelines will provide useful information about this event.

- There are many opportunities for volunteering before, during, and after the sale.
- If you have never attended or volunteered at our plant sale, don't worry about feeling left out or uncertain of what to do – we have plenty of experienced mentors who are willing to help.
- A list and description of all **volunteer opportunities** is included later in this document. If you have questions, email or call the team leader.
- Go to [go.osu.edu/psvolunteer](https://go.osu.edu/psvolunteer) to **sign up to volunteer** for the sale. Most shifts are for 2-3 hours.
- To sign up for pre-sale volunteer activities, go here:  
[https://osu.az1.qualtrics.com/jfe/form/SV\\_3Ud5gbRFIFx5oi](https://osu.az1.qualtrics.com/jfe/form/SV_3Ud5gbRFIFx5oi)
- If, for any reason, you are unable to work your shift, please email or call the Team Leader to let them know. See the list of team leaders on pp. 12-13
- **Parking** is free for volunteers. See detailed instructions on pp. 10. Prior to May 11, park at the 4-H Center or surrounding lots using your “Chadwick Voucher” parking pass that you obtained from the Ag. Admin parking kiosk. May 11-13, simply park at the Bill Davis

Stadium Parking Lot for free like a customer. May 15, again obtain a parking pass before parking at the 4-H Center.

- Wear your **Chadwick Arboretum T-shirt and your Chadwick Arboretum Name Badge** at all times when working at the sale. (You do not need to wear the Chadwick T-shirt and name badge prior to the sale or on the Monday fire sale.) If you are a new volunteer, you will pick up your T-shirt in the Chadwick Barn – see map -- when you check in to work your shift. If you are a Master Gardener Volunteer, you can wear your MGV shirt/name badge, if you prefer.
- On the day you volunteer, come to the **Chadwick Barn to sign in** before you go to your work location and to get **water and snacks**. Someone will often be in the Barn to help you find your work location and answer any questions you may have – if no one is there then you can refer to the list of volunteer shifts that will be next to the snack table.
- Go to your work location and check in with your **Team Leader** to let them know you are there and to find out what they want you to do. Team Leaders can be identified by their name badge.
- Volunteers are able to use the Ohio 4-H Building for **restrooms** at any time during the sale – presale, sale days, fire sale. (Direct customers to the port-a-potty.)
- In addition to the water and snacks in the barn, there will be **food trucks** where you can purchase food at certain times throughout the sale. There will be **pizza** for volunteers working the Thursday night pre-sale. Make sure to stay hydrated!
- Be sure to track and record your hours worked on Hands on Connect if you are a regular Chadwick or MGV Volunteer here: <https://mgvolunteers.osu.edu/volunteer-home>.
  - If you are a MGV, record them under *Public Ed & Outreach – Chadwick Plant Sale* to record your hours.
  - If you are only a Chadwick Volunteer, record them under *Chadwick Event: Spring Plant Sale Fundraiser*.
- You do not need to be a regular volunteer to work at the Plant Sale, as you will be treated as a “short term volunteer.” All short-term volunteers must sign our Release of Claims and Photo Release documents. Copies will be held in the barn.
  - We would love for you to consider becoming a Chadwick Volunteer! Sign up here: [chadwickarboretum.osu.edu/join-us/become-volunteer-today-0!](http://chadwickarboretum.osu.edu/join-us/become-volunteer-today-0!)

#### **OTHER INFORMATION:**

**In case of Emergency:** Call 911 and direct the squad to the corner of Fred Taylor Drive and Lane Avenue. Stay with the injured person and send someone to the Entrance to direct the squad when it arrives. Please notify a team leader or co-chair in this situation as well.

**Chadwick Arboretum Membership:** \$40 (member + 1 guest), \$15 for students.

In addition to having first pick of the plants, Chadwick Friends/Members receive a 10% discount on Chadwick plant purchases (they also receive this discount on Friday and Saturday sale days). Non-members can purchase a membership the evening of the sale.

With a Chadwick membership, each member may bring one guest -- it does not need to be a family member. Children under the age of 18 are welcome to accompany the member (in addition to their one guest).

Volunteers who are Chadwick Arboretum Friends/Members but ARE NOT working the Thursday pre-sale, should enter the pre-sale with other Friends/Members at 4:00 p.m.

You can become a member prior to the sale [here](#). You can also purchase a membership when you come to the sale. For a list of benefits, visit: <https://chadwickarboretum.osu.edu/become-member/benefits-membership>

**Boxes:** We need hundreds of boxes for customer purchases! Please visit your local grocery and ask for any of their cardboard berry boxes (or other similar boxes). Place them in the hut (across from the Chadwick Barn) with the sign on the door anytime at your convenience.

**Publicity:** We need your help in promoting the sale as well as working at the sale. Flyers are available for posting in local shops, libraries, etc. We will be sending a JPEG of the flyer so that you can post it to your Facebook and Instagram accounts. The reach of social media is staggering!

**Wagons:** If you have a wagon, please consider bringing it to the sale for customer use. Make sure to write your name on the wagon in permanent marker so that it gets returned to you.

**Student organizations** representing The Ohio State University include: CSSC – Crops and Soil Sciences Club (tomatoes and peppers; and more), PPGSA – Plant Pathology Graduate Student Association (native plants); and BLMBegonias (Begonias) will also be selling plants and merchandise at the sale. All proceeds go back directly to these organizations, as it is a part of Chadwick Arboretum's mission to support the educational experiences of students.

**Vendors:** In addition to Chadwick Arboretum plants and merchandise, we have a variety of 3<sup>rd</sup> party vendors who will have booths (and for which Chadwick Arboretum benefits with a percentage of their sales). If we do not have an item that a customer is searching for, refer the customer to one of the other vendors.

- Vendors this year include: Dannaher Landscaping (trees and shrubs), Scioto Gardens Native Plant Nursery, Out of the Moon (jewelry), Hinton's Apiaries (honey), Bevel Sharpening (tool sharpening service), Pursuit of Ecological Balance (native plant designs and kits), Horticulture Therapy Volunteers (Hand-decorated pots) and Hypertufa Troughs.

**Franklin County Master Gardener Volunteers** will host an Ask a Master Gardener Booth throughout the sale.

## Plant Sale Schedule

**Monday, May 1: 9:00 a.m. – 4:00 p.m.**

Fence is installed to demarcate sale area. No extra volunteers needed.

**Friday, May 5: 10:00 a.m. – 12:00 Noon**

Tables are brought to the site from the Chadwick Barn. Volunteers and Team Leads set up and arrange tables, get the hoses out, and get the site ready for deliveries on Monday. Volunteer to help with this task by RSVPing here: [https://osu.az1.qualtrics.com/jfe/form/SV\\_3Ud5gbRFIFxA5oi](https://osu.az1.qualtrics.com/jfe/form/SV_3Ud5gbRFIFxA5oi)

**Monday, May 8: 8:00 – 4:00 p.m.**

Wooden tables arrive and are set up, deliveries begin. Volunteers sign up to help with deliveries and are contacted with the most up-to-date information on times. Sign up here:

[https://osu.az1.qualtrics.com/jfe/form/SV\\_3Ud5gbRFIFxA5oi](https://osu.az1.qualtrics.com/jfe/form/SV_3Ud5gbRFIFxA5oi)

*Delivery schedule for Monday (subject to change)*

- 8:30 a.m.: Acorn Farm Perennials
- 11:00 a.m.: Millcreek Perennials

**Tuesday, May 9: 8:00 a.m. – 4:00 p.m.**

Tents installed. Deliveries continue.

*Schedule:*

- 9:00 a.m. Green Legacy Nursery
- 11:30-1:00 p.m.: Thorsen's Annuals
- TBD: Meadow Creek Veggies

**Wed., May 10: 8:00 a.m. – 4:00 p.m.**

Final day for deliveries, plants remaining in the greenhouse are brought to the site, student groups begin set up.

*Schedule*

- 9:00 a.m.: Millcreek Annuals, Herbs, and Hanging Baskets
- 1:00 – 4:00 p.m.: Acorn Farm Annuals

**Thursday, May 11: Prep for Chadwick Friends/Members Pre-Night Sale; Pre-Night Sale**

**9:00 a.m. – 2:00 p.m.**

Boxes and wagons are set-up and moved to the site. Plants are all labeled, watered, and all tents are erected and ready for customers. All vendors finalize set up.

**2:00 p.m.**

Wizards and cashiers have their tents fully prepared.

**2:00 p.m. – 2:30 p.m.**

Wizards, cashiers, loaders, and membership volunteers WHO ARE Chadwick Members AND are working Thursday evening pay for their purchases. Please take purchases to your car.

**2:30 p.m. – 3:00 p.m.**

ALL OTHER volunteers WHO ARE Chadwick Members AND are working Thursday evening pay for their purchases. Please take purchases to your car.

**3:00 p.m. -3:45 p.m.**

Registers close.

All volunteers take a break so that they may eat and attend the *Kickoff Event* in the 4-H Center “International Room” before the sale. Pizza will be served.

**3:45 p.m.: All volunteers back on site and ready for the sale to begin!**

**4:00 p.m. – 8:00 p.m. – Friends/Members Pre-Sale**

*Activity Schedule*

- 4:00 p.m. – 7:00 p.m.: Silent Auction
- 6:00 – 7:00 p.m.: Live Auction

**Friday, May 12: DAY TWO OF THE CHADWICK PLANT SALE – 12:00 p.m. – 6:00 p.m.**

*Activity Schedule*

- 1:00 p.m.: Soil Testing to Improve Your Garden and Lawn
- 2:00 p.m.: Container Gardening
- 3:00 p.m.: Guidelines and Care for Planting a Tree
- 4:00 – 5:00 p.m.: Live Auction

**Saturday, May 13: DAY THREE OF THE CHADWICK PLANT SALE – 9:00 a.m. – 3:00 p.m.**

*Activity Schedule*

- 10:00 a.m.: Soil Testing to Improve Your Garden and Lawn
- 11:00 a.m.: Live Auction
- 11:00 a.m.: Container Gardening
- 12:00 p.m.: Guidelines and Care for Planting a Tree

Clean-up follows immediately after the sale. Please stay to help, or come at 2:30 to help.

**Sunday, May 14: Relax!**

**Monday, May 15: 4:00 p.m. – 6:00 p.m. – FIRE SALE**  
Remaining plants are 50% off for Plant Sale Volunteers ONLY.  
Credit card sales only; no checks or cash.  
To park, please get a “Chadwick Voucher” from the parking kiosk at the Agriculture Administration building before parking near the plant sale site.  
**6:00 p.m.** – not for profit groups pick up all remaining plants. This pick-up is pre-arranged with Plant Sale Chairpersons.

## **Volunteer Tasks and Roles –**

Unless otherwise noted, on Plant Sale days, volunteers generally work 2-3 hour shifts following this schedule:

### **Thursday, May 11:**

Setup: 1:00 – 3:00 p.m.  
3:00 – 6:00 p.m.  
6:00 – 8:00 p.m.

### **Friday, May 12:**

11:30 -2:00 p.m.  
2:00 – 4:00 p.m.  
4:00 -6:30 p.m.

### **Saturday, May 13:**

8:30 a.m. – 11:00 a.m.  
11:00 a.m. – 1:00 p.m.  
1:00 p.m. – 3:30 p.m.

#### **1. Check-Out Volunteers**

##### **a. “Wizards” Label Collector Team**

Wizards have the very exciting job of seeing what the customers are buying. Their main job is to remove the price tags from the plants to ensure that the customer is charged appropriately. Wizards are on their feet their entire shift but move fast and have fun.

##### **b. Cashiers Team**

Cashiers make this sale possible and have the very exciting job of seeing what the customers are buying! You must be willing to go through a training session before the sale.

c. **Loaders**

Loaders watch over the plants that have been purchased until their owner drives around to pick them up. We won't have many heavy plants for sale this year, but the repetitive task of picking up plants and placing them in car trunks does mean you are on your feet and lifting during your shift.

d. **The Green Team**

This group of volunteers will move wagons back to start of sale, refresh box supplies for customers, tear down tables as plants sell, take out trash, check if plants need watered, and make sure the site is looking cleaned up.

e. **Tag Sorters and Counters**

The tag team sorts price tags. We separate slip tags from price stakes. Then, we sort by vendor and price. The counts can be used if a vendor disputes the number of sales of an item. This job takes place in the barn and volunteers are able to sit the entire time. This group's volunteer schedule:

Friday, May 12:

12:00 – 3:00 p.m.

3:00 p.m. – 6:00 p.m.

Saturday, May 13:

9:00 a.m. – 12:00 p.m.

12:00 p.m. – 3:00 p.m.

2. **Auction Team**

There are various tasks that occur for the auctions each day! Sign up for a slot and you will be given a task once you arrive. This group's volunteer schedule is:

Thursday, May 11:

5:00 – 8:00 p.m.

Friday, May 12:

12:00 – 3:00 p.m.

3:30 p.m. – 5:30 p.m.

Saturday, May 13:

9:30 a.m. – 11:30 a.m.

11:30 a.m. – 1:30 p.m.

3. **Plant Gurus:**

a. **Annuals, Herbs, Veggies, Hanging Baskets, and Perennials Teams**

Become a specialist during the sale! Restock, help customers choose plants, and answer questions in these specific areas.

**b. Plant Sale “Ambassadors”**

The ambassadors help all customers in choosing just the right plants for the customer’s setting. Whether it is finding a particular plant the customer is looking for, suggesting plants for a particular location, answering questions about a particular plant, finding a box or wagon for a customer to use while shopping, or merely engaging the customer in friendly, knowledgeable conversation.

Ambassadors are responsible for the holding area as well as sales. The holding area is for those customers who wish to have someone watch their plants while they continue to shop, eat, or attend the auction.

**c. Horticulture Therapy Booth Volunteers**

This booth sells painted pots and other items that were created with Horticultural Therapy Participants and Volunteers. The funds raised through these sales support the program in the following year, helping the team purchase art materials, seeds, and more. Volunteers are needed to set up the booth and to staff the booth during the Plant Sale itself.

**d. Membership Tent Volunteers**

On Thursday, this tent will be the first place all customers will need to come before entering the Plant Sale, because it is "Chadwick Members Only Day!" This tent will need lots of volunteer help checking customers' membership status and signing people up to become members. *Please note, volunteers on this night do not take their “break” from 3-4 because they are working with customers lining up to get into the sale.*

On Friday and Saturday, volunteers will not need to check every customer's membership status. Rather, you will be explaining the benefits of membership and signing up people to become members - one of the most important ways Chadwick raises critical funds for our operation. It's fun and easy - no need to know everything before you start.

**4. Members Reception Volunteers (Thursday night only)**

**a. Bakers**

Do you like to bake? We have a job for you!

Volunteers are encouraged to contribute desserts - cookies, brownies, bar cookies, etc. to make our reception a hit. Arrangements can be made to get your donation in advance of the event. We are aiming for 20 volunteers to bring 2 dozen treats each.

**b. Reception Volunteers**

Volunteers will assemble trays of food, then they walk through the sale with the trays to serve the food to the members.

**5. Learning Lab Presentations/Demonstrations**



Our learning lab is a new addition to our plant sale this year, and we are very excited to add this special educational component to the sale! Volunteers here will either be an “Announcer” (Introduce the presentations, field questions from the audience, and announce the raffle winners) or a “Raffle Coordinator” (manage the raffle tickets). Sign up for a shift and our volunteer leader will reach out to you to determine which role you would like.

Friday, May 12:

12:30 p.m. – 4:00 p.m.

Saturday, May 13:

9:30 a.m. – 1:00 p.m.

## Parking

### **If you are volunteering before OR after the sale (any day before Thursday, May 11 or after May 13)**

Please follow the standard Chadwick Volunteer parking protocol and get a parking pass at the Agricultural Administration kiosk.

#### **Parking BEFORE the sale starts:**



1. Go to the *Agricultural Administration Building* parking lot at 2120 Fyffe Road.
  2. Enter your license plate number.
  3. Enter your Chadwick Arboretum volunteer parking code. If you do not know the code, please ask a fellow volunteer or call/email Julia.
- Your parking will be free in any A, B, or C spot. Be careful to park with your license plate facing out.

#### **Notes:**

- If you need close parking or handicap accessible spots, please talk to Julia Wilson. We cannot park within the barn compound without prior permission.

#### **Parking DURING the Sale (May 11-13 only):**

Volunteers may park across the street from the sale the Schottenstein Center in “Gray Lots 1 and 2” WITHOUT a pass along with the other customers.



<b>2023 Plant Sale Committees</b>			
<b>Co-Chairs</b>	<b>Committees</b>	<b>Email Address</b>	<b>Cell Phone</b>
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