

Volunteer Handbook

Chadwick Arboretum & Learning Gardens

Effective Jan 1, 2023



Welcome!

Volunteering with Chadwick Arboretum & Learning Gardens is a tremendously valuable way to support our educational mission and collections.

Because Chadwick Arboretum is largely self-supporting, we depend on our hundreds of volunteers to support virtually all areas of our operations. Beginning with our first Volunteer Coordinator, Denise Adams, in 1989, our volunteer corps has grown to include

over 150 members who contribute more than 4,500 hours to the arboretum each year.

In addition to being directly involved in the programs and operations of our growing and thriving gardens, volunteers have the opportunity to meet new people, increase their knowledge and skills, and experience our beautiful campus. Volunteers have access to formal educational opportunities, such as the

Volunteer Day of Education, along with the informal opportunities that arise when working alongside our diverse and fun staff, students, and fellow volunteers.

It isn't necessary to have a horticultural background to volunteer at Chadwick Arboretum. One of the strengths of our volunteer core is the diversity of backgrounds and interests our members bring to the experience.

Introduction

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We even have a variety of opportunities that don't directly involve the gardens. Our Volunteer opportunities range from garden maintenance, tree surveys, and assisting with educational programs to event hospitality, photography, and social media management. For many of our events, such as our Spring Plant Sale & Auction, we ask for a commitment of as few as three hours, while other opportunities may be year-round, if you wish.

Experience everything that Chadwick Arboretum & Learning gardens has to offer.

Become a volunteer today!



“Chadwick Arboretum & Learning Gardens honors our Land-Grant tradition by providing extensive and diverse plant collections for education, research, and enjoyment.”

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1. About Chadwick Arboretum

What makes a college campus attractive? One of the key elements is its gardens, and The Ohio State University has a long history of extensive gardens and landscapes. The campus gardens date back to the early 1880s, and they've never been just for show.

For many years, the Horticultural Gardens were located west of Campbell Hall, behind Townshend Hall, just a stone's throw from the Ohio Stadium. In April 1980, the Department of Horticulture proposed to establish an arboretum along Lane Ave. north of the Agriculture Administration Building. The Ohio State University Chadwick Arboretum was established July 11, 1980, and named to honor Lewis C. Chadwick, PhD, a respected faculty member of the Department of Horticulture from 1929 until his retirement in 1967.

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Today, the Chadwick Arboretum & Learning Gardens includes 30+ acres of cultivated gardens and plant collections.

We are a learning garden for our students, faculty, staff, and a unique place for the University to connect with the larger public. Our extensive plant collections and gardens are well-designed models of annuals, perennials, trees, and shrubs, both native and non-native, for the central Ohio climate. The plants and the intensely landscaped gardens are the focus for urban design and environmental studies.

Our plant collections and gardens provide diverse plant material for use by a variety of disciplines including horticulture, landscape design, and plant pathology. They also offer an outdoor environment for disciplines such as engineering, architecture, art, and dance.



The gardens are maintained by a small but very knowledgeable staff who mentor our student interns and volunteers in the operations and maintenance of a public garden. Ohio State faculty provide input into the collections and plant material needed for use in their classes.

Highlights Include:

- Green Roof
- Chartres-style Labyrinth
- Catch and Release Lake
- Energy-efficient Solar House
- Bloch Cancer Survivors' Plaza
- Cultivar Trials Gardens
- Extensive Plant Collections



What Volunteers Do

Chadwick Arboretum & Learning Gardens has a broad range of volunteer opportunities for gardeners of all experience and ability levels. There's a place for everybody!

Most garden-related volunteer opportunities begin in April and end in November. However, we have volunteer-led events that keep us busy year-round.

As a volunteer in your first season, we encourage you to try out several volunteer opportunities. You may connect with a different garden or a volunteer group than you thought you would! Our Volunteer Coordinator is here also to help you find your “niche.”

Volunteer Opportunities

Weekly Garden Sessions, April - November



Nearly every day of the week there is something to get involved with at Chadwick Arboretum!

Each of the follow garden work sessions have a set schedule and garden leader. The most up-to-date information will be posted on the [Volunteer Opportunities](#) page of our website and Hands on Connect, our volunteer portal.

By contacting the garden leader before you attend, you will be added to their own weekly garden emails that notify of you of time changes, cancellations, and updates. Find the contact emails in recent emails from the Volunteer Coordinator or Hands on Connect.

- **The Lane Ave. Gardens**
- **Cultivar Trials**
- **Cancer Survivors Plaza**
- **The Learning Gardens**
- **Pollinator Habitat at Arboretum North**
- **Tree Mapping and Inventory**
- **Horticulture Therapy**

Additional Volunteer Help



Volunteer Opportunities arise throughout the season that make our seasons together more engaging and dynamic.

These can include:

- **Leading Tours**
- **Hosting tables at Outreach Events**
- **Helping at Chadwick-led events** such as; Arbor Day, Spring Plant Sale Fundraiser, Fall Foliage Open House and more.
- **Leading or Co-hosting webinars and workshops**
- **Taking photos for our [iNaturalist project](#).**
- **Plant/tree giveaways**
- **Office help**

How to Become a Long-Term Volunteer

Step by Step Guide



Step 1:

- Read through the materials in this handbook and attend a 30-minute virtual informational webinar. These begin in February and are held once a month until August. Sign up here: go.osu.edu/volunteeratchadwick

Step 2:

- When you are ready, complete the “[Become a Volunteer Today](#)” Application on our website.
- Receive an email with dates to attend an information session if you have not already.

Step 3:

- Complete Interview, Background check (pg.7) & required documents (pg.14)

Step 4:

- Receive notification that your references have been successfully contacted and your Background Check has been finalized.

Step 5:

- Attend a 2-hour volunteer session that acts as a training session and tour. Receive your Chadwick Arboretum Volunteer T-Shirt and name badge.
- Contact the garden leader(s) of where you would like to volunteer to get on their email list.

Parking



Chadwick Arboretum volunteers have access to FREE parking while they volunteer.

Steps:

1. Go to the parking kiosk in the Agricultural Administration Building parking lot. See map on next page.
1. Enter your license plate number.
2. When prompted, enter your Chadwick Arboretum parking voucher. Please contact us if you do not know this code.
3. Park in any A, B, or C parking spot anywhere on campus for the rest of the day!
4. Park with your license plate facing out, so CampusParc vehicles can see your license plate *when driving by*.

Parking Kiosk Location Map



Background Check

We strive to make volunteering at Chadwick Arboretum as simple as possible while ensuring that our volunteers and OSU community are safe. This means all volunteers must have a background check before they are approved as an official volunteer.

If you are *currently* active with Ohio State University as an employee or Master Gardener Volunteer, you will not need to complete a background check.

It is the volunteer's responsibility to purchase the background check, but this is a one-time fee for as long as you are a volunteer. However, if you are inactive for 3 years, you will need to get a new background check before returning to volunteer work.

The cost is typically about \$25.00 but varies depending on states you've lived in or if you've ever used a different name.

This online service accepts all major credit/debit cards.



Completing your Background Check is easy!

1. Visit the Sterling Talent Solutions background check portal at archive.sterlingtalentsolutions.com/landing-pages/o/osu/
2. Begin the background check process by selecting “Get Started.”
3. Once completed online, please email our volunteer coordinator to let them know.

If you have any questions or concerns about completing the background check, please let our office know.



Safety Information

Safety is a very important concern for our volunteers. We want you to always feel comfortable and safe. **As such, some volunteer tasks require additional training and signing an agreement that you have been trained on those tasks.** These include, but are not limited to:

- Driving a golf cart
- Operating any power equipment
- Leading groups without a staff member present

Hydrate! While water access is readily available in the buildings near our gardens, we always recommend bringing a water bottle to your volunteer session.

First Aid Kits: First Aid kits are available in the Chadwick Office at Howlett Hall, room 139 and in the Operations Barn. Staff keep a First Aid kit on all golf carts as well.

Hands on Connect

Hands on Connect (HOC) is the platform you can use for:

- Finding volunteer opportunities and read their “job descriptions.”
- Contact names and emails of volunteer leads
- Complete annual recertification documents.
- Log your volunteer hours

Get Started:

1. Go to the HOC website here: mgvolunteers.osu.edu/
2. From the homepage, hover over “Potential Volunteers” and scroll down to “Create an Account.”
3. You will need an email address and password for this next step. Fill in your information, fields marked with an asterisk (*) are required. The remaining fields are optional but encouraged.
4. You will now need to check your email to retrieve the verification code to complete your account setup. Do not close the Hands on Connect website. **Instead, open a new browser tab to access your email.**
5. From the email that you received, copy the verification code. Go back to the Hands on Connect page and paste it into the verification box and then click, “Verify.”
6. Complete the diversity information and click “Finish”.

Now that you have your account, your next step is to explore the [Volunteer Home Page](#). All the volunteer opportunities can be found by clicking on the “Search Projects” button. Clicking on a project opportunity will expand into all the current information about that project.

As you find opportunities that interest you, make sure to click the “**First Time Sign Up**” button on the project’s page. This allows you to be able to log volunteer hours for that project in the future*.

**Please note, clicking the “first time sign up” button does not actually sign you up to volunteer for the project. Please contact the volunteer leader directly so they can add you to their volunteer email list.*



Log Your Hours

Volunteer hours are **extremely important** to capture so Chadwick Arboretum can show the depth of time and care given to us each year by volunteers. Don’t be humble about the time you spend with us, tell us!

On Hands on Connect, you have the option to log your hours as one “lump sum” for the year OR every time you volunteer. We prefer each time, knowing it is probably a bit more precise. However, you are free to choose what works best for you.

Volunteer FAQs

1.) Why is parking so confusing? What happens if I run into an issue?

Any questions at all, please don't hesitate to reach out to Julia (513-593-0746) or email our office at Chadwick.osu.edu

Parking is handled by CampusParc, not OSU or the Arboretum. However, CampusParc has been incredible partners in giving the arboretum many free parking passes each year for our volunteers only.

****Note:** Since we are restricted with how we use our funds, we are not permitted to pay for parking citations received while volunteering as a rule. However, if you receive a warning or a citation, please let us know! We can help you with an appeal or troubleshooting what went wrong.

2.) Will Chadwick provide the tools?

For our weekly garden sessions that are hosted by Chadwick staff, all the tools you will need are provided. If you volunteer on your own time (Adopt-a-Bed), then you will need to bring your own tools.

Many volunteers bring their own favorite tools for working in the garden and you are encouraged to bring those items that make gardening more comfortable for you – gloves, boots, kneeling pads, etc.

3.) Can I bring a friend?

Sure, this is called a short-term volunteer assignment - see the policies page for more information. If the person wants to continue volunteering, we will ask them to sign up as an official Chadwick Volunteer, receive a background check and submit references.

4.) Will there be restrooms or water access?

Yes! University buildings are usually open M-F, 7 a.m. - 5 p.m. and you can use whatever building is closest to where you are working.



Staff Contact Info

Director: Dewey Mann, mann.309@osu.edu

Volunteer Coordinator: Julia Wilson

Wilson.4615@osu.edu, (513) 593-0746

Horticulturists:

Pam Poeth: Poeth.3@osu.edu

Anna Williamson: Williamson.596@osu.edu, (937) 768-1340

Zoe Eads-Scofield: Eads-Scofield.1@osu.edu

Tree Mapping:

Shayne Packet: packet.1@osu.edu

Our Year at a Glance

Chadwick Arboretum hosts a variety of events throughout the year, some of which have occurred annual for several years. While the dates and times may change, let this list provide a brief overview of some of the ways you can help us provide quality community events!

January:

- Cultivar Trials planning meeting

February:

- First Saturday: Day of Education Conference for Volunteers

March:

- New Volunteer Orientations begin
- All-Volunteer Plant Sale Meeting

April:

- Earth Day Tree Giveaway
- Plant Sale Meetings and trainings
- Arbor Day Celebration

May:

- Spring Plant Sale Fundraiser
- Cultivar Trials Planting Day

June:

- Tour Guide Trainings

July

- Cultivate Garden Reception
- Staff and Faculty Appreciation Week Tour

August

- Back 2 School Bash

September

- Hosting tours for Classes
- Volunteer Appreciation Night

October

- ArboBlitz
- Fall Foliage Open house
- Plant Sale Kickoff Meeting
- Cultivar Trials Removal Day

November

- Hypertufa Workshop
- PAX Poinsettia Sale Workshop & Fundraiser

December

- Winter Solstice Labyrinth Walk



Volunteer Appreciation Night

Save the date for our annual Volunteer Appreciation Night! This special evening at the end of September is reserved just to celebrate you and everything you've done over the past year. From the Spring Plant Sale to regular garden work sessions, volunteers in 2022 contributed over 4,000 hours of volunteer time!

On this evening, we will recognize four volunteers in particular with special awards. Chosen by staff members each year, these volunteers are recognized for their commitment to inspiring, teaching, and helping others develop their passions for the natural world, horticulture, and/or trees.

Volunteer Resources

1.) BYGL

Buckeye Yard and Garden online provides timely information about Ohio growing conditions, pest, disease, and cultural problems. Articles and supporting photos are created by members of the Extension, Nursery, Landscape, Turf (ENLT) team to benefit those who are managing a commercial nursery, garden center, or landscape business or someone who just wants to keep their yard looking good all summer.

BYGL is available online at: bygl.osu.edu and available as a weekly newsletter delivered via email. To subscribe, send an email to bygl@osu.edu

2.) OhioLine

Ohioline, ohioline.osu.edu/home, is an information resource produced by Ohio State University Extension. Through Ohioline, you have access to hundreds of OSU Extension fact sheets covering a wide array of subjects such as agriculture and natural resources, family and consumer sciences, community development, and 4-H youth development.

The fact sheets on Ohioline provide cutting-edge, scientifically-based information generated via research conducted by Extension and other Ohio State faculty and staff, often in collaboration with other land-grant university colleagues.

The CFAES Publications online store (extensionpubs.osu.edu) also offers other publications that are not available on Ohioline. Take a look and discover a tremendous range of additional resources.

3.) iNaturalist

One of the world's most popular nature apps, iNaturalist helps you identify the plants and animals around you. Get connected with a community of over 750,000 scientists and naturalists who can help you learn more about nature! What's more, by recording and sharing your observations, you'll create research quality data for scientists working to better understand and protect nature.

iNaturalist is a joint initiative by the California Academy of Sciences and the National Geographic Society. Join here: www.inaturalist.org/signup

AmericanHort



AmericanHort truly represents the entire horticulture industry, including breeders, greenhouse and nursery growers, retailers, distributors, interior and exterior landscapers, florists, students, educators, researchers, manufacturers, and all of those who are part of the industry market chain. We are the leading national association for the green industry, and AmericanHort works tirelessly to connect the industry across states and segments, giving you opportunities that expand your network and resources.

Answers to your biggest challenges can be found within the AmericanHort network of businesses, who -- like you -- are passionate about growth, performance, and a future bright with potential.

Chadwick Arboretum and Learning Gardens is a member, so all Chadwick staff and volunteers can view their extensive plant resources! www.hortknowledgecenter.org/

Contact the volunteer coordinator for instructions to login under Chadwick Arboretum's membership.

Ohio State University Extension Volunteer Selection Policy and Procedures

Approved by OSU Extension Administrative Cabinet: January 12, 2023

Policy

Adults who desire to volunteer their time, energy and talents to Ohio State University Extension must complete the outlined volunteer selection process.

Long-Term and/or High-Responsibility Volunteer Assignment

All long-term and/or high-responsibility volunteers for OSU Extension must complete the following:

1. Receive, at the time of application or change of position, a written volunteer position description.
2. Read, agree to, and sign the OSU Extension Volunteer Standards of Behavior form and any other relevant paperwork for the respective program area (e.g. Pest Management Information Policy, Use of Name, etc.).
3. Complete a volunteer application, in its entirety, and submit the application to the appropriate OSU Extension office.
4. At a minimum, have two reference forms completed by non-relatives.
5. Complete an interview with the appropriate OSU Extension representative.
6. Submit to a criminal history background check.
7. Follow Ohio State Youth Activities and Programs Policy.
8. Participate in a new volunteer orientation/training program.
9. Maintain annual status of a volunteer in good standing. This may include but is not limited to: volunteering effectively within the parameters of the position description, annual volunteer reenrollment, meeting local training requirements and deadlines, receiving training/guidance from OSU Extension professionals.

In addition to items 1 through 9 above, adults exercising care, custody, and control over a vulnerable population (e.g. youth, elderly, and/or disabled) in an unsupervised capacity will also:

10. Get a criminal history background check every four years.
(Note: This step also is required anytime there is a break in service from your organization. Please consult the respective program for clarification on what constitutes as a break in service.)
11. Complete the annual training as part of the Ohio State Youth Activities and Programs Policy.

Short-Term Helper/Invited Guest

Adults serving a one-time assignment (e.g. judge, speaker or presenter) or serving a short-time assignment of approximately one week or less in consecutive days, and/or one day a month or less, in which they will be under the direct supervision of a paid staff member or approved resource volunteer (e.g. camp craft instructor, horse camp trainer, or community garden volunteer) not having the potential for care, custody, and control and no sustained/ongoing contact with clientele will complete the following:

1. When appropriate, receive a role position description.
2. Receive role/responsibility orientation.
3. OSU Extension professionals will verify an individual's lack of record on the national sex offender public website. (National Sex Offender Public Website – www.nsopr.gov)

Partnerships and Exceptions

- When entering into partnerships/collaborations, OSU Extension professionals shall work cooperatively with those entities to establish volunteer selection procedures that meet minimum requirements of all organizations.
- In partnerships where volunteers are representing OSU Extension programs, the volunteers must meet minimum OSU Extension selection requirements.
- In limited situations, Extension professionals may need to implement alternative selection strategies that are not identified in OSU Extension policy. In those cases, Extension professionals shall work with the associate director, Operations and the appropriate program area representative.



Policies

Food Preparation and Service

Preparation of food by Ohio State University faculty and staff is appropriate when it is within the scope of their responsibilities and for demonstration purposes.

When preparing food, for sale or giving away, to raise funds or contribute to recognition events/activities for programs and activities, Ohio State University strongly recommends that faculty and staff contract with an independent business/vendor to handle the food preparation.

When engaged in programs/activities that include food preparation and/or service, Ohio State University faculty, staff, and volunteers must follow local and state food preparation and service guidelines (when applicable); adhere to appropriate licensing procedures; and be knowledgeable of food safety guidelines.

PROCEDURES

- OSU faculty and staff whose responsibilities and scope of responsibilities include food preparation for demonstration purposes will be knowledgeable of food safety guidelines and will follow USDA, local and state food preparation and service guidelines (when applicable).
- All events or activities involving food preparation or service will have a volunteer(s) or paid staff member(s) providing primary leadership who is/are onsite for the entire event or activity;
- Individuals (volunteers or paid staff) providing leadership to the on-site preparation and service of food, for sale or giving away (not including carry-in, covered dish, pot-luck dinners, or bake sales) will have completed the Safe Food Handling for the Occasional Quantity Cook training or an equivalent educational opportunity, prior to engaging in the food preparation or service;
- When required, secure licensing from all appropriate agencies (contact county Health Department) and follow acceptable food preparation and service guidelines;
- When coordinating carry-in, covered dish, and/or pot-luck dinners, it is recommended that event leaders communicate (i.e., provide fact sheet) food preparation safety guidelines to the individual food provider(s).

[USDA Fact Sheet: Basics for Handling Food Safely](#)
[USDA Food Safety Education Materials](#)
[Food Safety Graphics via Flickr](#)

Waivers and Agreements

The following forms must be signed and returned to the Chadwick Arboretum Volunteer Coordinator before you begin volunteering.

1. Release of Claims
1. Photo Release
2. Volunteer Standards of Behavior (On Hands on Connect)
3. Pesticide Management Policy (On Hands on Connect)
4. Activities with Minor Participants (On Hands on Connect)

Notes:

Only the Photo Release and Release of Claims must be signed and returned, preferably scanned to our office.

The Volunteer Standards of Behavior, Pesticide Management Policy and Activities with Minors Participants are completed on Hands on Connect annually as part of your “recertification documents.”





RELEASE OF ALL CLAIMS

I, _____, would like the opportunity to volunteer at The Ohio State University, on behalf of its Chadwick Arboretum. As a condition of being allowed to volunteer, I agree to the following:

1. I am duly aware of the risks and hazards which may arise through participation in said activity and assume any expenses I may incur in the event of an accident, illness, or other incapacity.
2. In consideration of being granted the opportunity to participate in said activity I, for myself, my executors, administrators, and assigns do hereby release and forever discharge The Ohio State University, its Board of Trustees, and their administrators, respective entities, employees, servants, agents, assigns, and officers who arranged, advised or supervised the scheduling or any other function of this activity from all claims of damages, demands, and any actions whatsoever, including those based on negligence in any manner arising out of my participation in this activity.
3. I understand that I am serving as a volunteer rather than as a University or Department employee. In carrying out my volunteer duties, I will comply with all of the rules and regulations of The Ohio State University, its College of Agriculture, and the Chadwick Arboretum.

I represent and certify that my true age is at least 18 years old or, if I am under 18 years old on this date, my parent or legal guardian has signed the Agreement to Release and Indemnify the University on the reverse side of this paper.

I have read this entire Release, I fully understand it, and I agree to be legally bound by it.

Participant's Signature _____

Printed Name _____

Date _____

Photo Release



THE OHIO STATE UNIVERSITY

Photo Release

Date:

I hereby grant to The Ohio State University permission to interview me and/or use my likeness in photograph(s)/video in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by The Ohio State University, in perpetuity, and for other use by The Ohio State University. I will make no monetary or other claim against The Ohio State University for the use of the interview and/or the photograph(s)/video.

Name (print full name):

Signature: 

Email address:

Relation to subject (if subject is a minor):

Address:

City, State, Zip Code:

Telephone:

Requested by:

VOLUNTEER STANDARDS OF BEHAVIOR

These Standards of Behavior are accepted by volunteers who commit to an Ohio State program as a condition of their volunteer status. The Standards of Behavior shall guide volunteer's behavior during their involvement in Chadwick Arboretum programs. Just as it is a privilege for Ohio State University to work with individuals who volunteer their time and energies to the organization, a volunteer's involvement with OSU is a privilege and a responsibility, not a right.

OSU provides quality educational programs accessible to all Ohio citizens. The primary purpose of this Standard of Behavior is to ensure the safety and well-being of all program participants (i.e., members, their parents and families, professionals, and volunteers). Volunteers are expected to function within the guidelines of OSU. Volunteers shall act with personal integrity.

Ohio State University Chadwick Arboretum volunteers will:

- Uphold volunteerism as an effective way to meet the needs of youth and adults.
- Uphold everyone's right to dignity, self-development, and self-direction.
- Accept supervision and support from professional staff while involved in the program.
- Accept the responsibility to professionally represent the activity/program and The Ohio State University. Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship, and provide positive role models for all youth.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by Chadwick Arboretum at The Ohio State University.
- Not engage in abusive behaviors that physically or verbally threaten or harm anyone participating in or attending an Extension program, including youth.
- Not possess or consume intoxicating substances including drugs or alcohol while responsible for the care, custody, or control of OSU program participants.
- Refrain from engaging in any criminal conduct. Comply with all applicable civil rights laws and policies, including but not limited to Ohio State equal opportunity, nondiscrimination policies, social media, and program participant policy.
- Perform duties in a responsible and timely manner as outlined in the position description.
- Immediately report any threats to the volunteer's emotional or physical well-being to the Chadwick Arboretum professional.
- Accept the responsibility to promote and support Chadwick programs to develop an effective volunteer program.
- Handle animals and operate machinery, vehicles, and other equipment in a responsible manner.
- Do their best to help OSU program participants thrive while exploring their interests.
- Read and uphold the Youth Privacy Principles located at go.osu.edu/youthprivacy

I understand and agree that as a volunteer:

- I understand that I have an ongoing obligation to self-disclose to OSU within three business days if I am indicted, pled guilty and/or are convicted of a crime which constitutes an offense of violence under Ohio law (Ohio Revised Code §2901.01(a)(9)). I understand Ohio State University background check requirements for volunteers and will comply as requested.
- I will follow Ohio State University Institutional Data Policy, which specifies requirements for protecting institutional data, including but not limited to OSU program participant personal data.
- I will report any red-flag behaviors, child abuse, sexual abuse, or neglect in accordance with university policy.
- I will not intentionally or purposefully place myself in a position alone with a member of a vulnerable population, in a one-on-one situation, including, but not limited to sleeping quarters with participants.
- I will not, under any circumstances, physically, verbally, or emotionally abuse or fail to provide the necessities of care, such as food or shelter to participants.
- I will endeavor to provide a safe and healthy OSU program participant experience for all participants.
- My volunteer status is subject to immediate suspension or termination based on any act or omission that the University determines to be contrary to any portion of these standards or otherwise in conflict with the goals of OSU at OSU's sole discretion.

I have read, understand, and agree to be bound by the **VOLUNTEER STANDARDS OF BEHAVIOR** outlined above.

Volunteer Signature

Date

CHADWICK VOLUNTEER**PEST MANAGEMENT INFORMATION POLICY**

(Volunteer Copy for Records)

Protection of the environment and human health is a concern of everyone. In order to promote wise and effective pest management decisions, the Ohio State University Chadwick Volunteers are asked to subscribe to the following policies. This contract will serve as a formal basis for Chadwick Volunteers when providing pest management information.

1. I understand that as a Chadwick Volunteer the pest management information I provide must be limited to home, lawn, and garden problems; questions concerning commercial crop production, commercial pest control, and pesticide liability are to be referred to the appropriate Chadwick Professional.
2. I understand that as a Chadwick Volunteer I will provide both nonchemical and chemical pest management information as approved by Ohio State University and allow the client his or her choice of strategies.
3. I understand that pesticides must be applied with care and only to plants, animals or sites listed on the pesticide label. When mixing and applying pesticides, all label precautions must be followed to protect the applicator, other persons, and the environment. It is a violation of law to disregard label directions. I will attempt to communicate this information to the client along with the pest management options.
4. I understand that as a Chadwick Arboretum Volunteer I am considered a volunteer representative of Ohio State University. Therefore, OSU will assume liability for the pest management information I provide, **only if the information is limited to accurate, documented control options approved by Ohio State University Extension for home and garden use.**

I understand that if either I or the client is not clear on information, we will request clarification from the appropriate Chadwick Professional.

Keep this record for your files



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information, visit cfaesdiversity.osu.edu. For an accessible format of this publication, visit cfaes.osu.edu/accessibility.

What is this policy?

Whether you are a faculty member, staff member, student, or volunteer working with minors entrusted to the university's care, each of us have an important role. Together, we share the responsibility of providing enriching experiences for the nearly half a million minors who participate in more than 600 programs sponsored by the university each year.

The purpose of this policy is to promote the safety and welfare of minors who participate in these activities and programs. To support the protection of minors, this policy outlines what is required of personnel and volunteers who work in activities and programs with minors and informs individuals of their reporting obligations in instances of known or suspected abuse or neglect of minors.

Policy Requirements:

- Activities and programs must be registered;
- Individuals working in these activities and programs must receive training, know reporting obligations, and sign standards of behavior, all of which are included here; and
- Those with care, custody, or control of minors must successfully complete a background check.

The policy includes an important focus on reporting obligations in instances of known or suspected abuse or neglect of minors.

Ask your supervisor if you have questions regarding your responsibilities within the policy or view it at <http://hr.osu.edu/policy/policy150.pdf>.

What is child abuse?

When a child has suffered or faces a substantial threat of suffering any physical or mental wound, injury, disability or condition that reasonably indicates abuse or neglect.

What are some signs of child abuse?

You might notice some of these common signs of abuse when working with minors. It is important to remember, however, that not all children will exhibit all of these symptoms. They may exhibit alternative symptoms.

Physical Abuse: any physical injury inflicted other than by accidental means.	Emotional Abuse: a pattern of harmful interactions between an adult and child such as criticizing, belittling, and rejecting.
<ul style="list-style-type: none"> – Unexplained bruises or burns – Fear of going home – Fear of going with a particular staff member or person – Physical force used to correct behavior 	<ul style="list-style-type: none"> – Not eating or overeating at meals – Extreme nervous habit behaviors – Parent/child interactions using inappropriate language or name calling
Sexual Abuse: when a person uses power and directly involves the child in any sexual act, involves the child in pornography, or forces the child to witness sexual acts.	Neglect: the failure of an adult to provide for a child's basic, educational, or medical needs (i.e., food, shelter, supervision, and clothing)
<ul style="list-style-type: none"> – Unusual sexual knowledge or behavior – Child-to-Child sexual contact – Bruises on inner thighs or other "no touch" areas – Fear of being alone with a particular person 	<ul style="list-style-type: none"> – Stealing food – Poor shower habits/poor hygiene – Dirty clothes or clothes with numerous stains and/or tears – Low body weight

How can I help prevent child abuse?

- Recognize and understand signs of child abuse. Be alert and act on your suspicions.
- Know the procedure for reporting child abuse.
- Always use proper touches when working with children. Some examples include: hand to shoulder contact, side by side hugs, pats on the

head, high fives, handshakes, eye contact, and smiles.

- Only use physical restraint in situations when a child puts herself/himself or others in danger.
- Minimize high-risk opportunities for child abuse.
- Avoid one adult/one child interactions. Unless pre-approved, don't be alone in private spaces with a child.
- These tips not only help to protect children, but also yourself from potential false allegations.

REPORTING

YOU MUST ACT IMMEDIATELY

If you witness or believe that there is a substantial threat of child abuse

Under this policy, you are required to **immediately report** all incidents whether you observed them directly, someone reported them to you, or you believe that there is a substantial threat of child abuse.

You may also be a mandated reporter under Ohio law. A complete list of mandated reporters can be found at <http://codes.ohio.gov/orc/2151.421>.

2 CALLS: You must report in any of the above circumstances in the following order:

1. Imminent danger or life-threatening: 911 **or** Non-life threatening: Children Services Agency - 24 hour Child Abuse Hotline at 855-OH-CHILD
2. University Police at 614-292-2121

1 REPORT: Complete the **Child Abuse, Sexual Abuse, or Neglect Incident Report** form which can be found online at hr.osu.edu/policy/resources/150abuse.pdf.

OSU policy and state statutes may provide protection for those making reports in good faith.



Activities and Programs with Minor Participants Office of Human Resources – Policy 1.50

Standards of Behavior for Employees and Volunteers Working in Activities and Programs with Minor Participants

This Standards of Behavior is an agreement accepted by employees/volunteers who work in an activity or program with minor participants. The primary purpose of these standards is to promote the safety and wellbeing of all activity/program participants. Employees/volunteers are expected to function within these standards.

I will:

- Accept supervision and support from professional staff while involved in the activity/program.
- Accept the responsibility to professionally represent the activity/program and The Ohio State University.
- Conduct myself in a courteous and respectful manner, exhibit good sportsmanship and be a positive role model for minors.
- Respect, adhere to and enforce the rules, policies and guidelines established by the activity or program and the university.
- Refrain from engaging in any criminal conduct.
- Comply with all applicable civil rights laws and policies, including and not limited to Ohio State equal opportunity and nondiscrimination policies.

- Perform duties in a responsible and timely manner as outlined in the position description.
- Report any child abuse or neglect in accordance with university policy.
- Self-disclose felony or misdemeanor convictions that occur within three days of pleading guilty or being convicted.
 - If I have been background checked and have had a break of service for less than 12 months, I will disclose any convictions that occurred during the break within three business days of commencement of participation in activities and programs with minors. If the break in service is longer than 12 months, I must be background checked again.
- Not intentionally or purposefully place myself in a situation where I am alone with a minor unless authorized by the dean/vice president (or designee). Approved one-on-one interactions may only take place in open, well-illuminated spaces or rooms observable by other adults from the activity or program. If the dean/vice president (or designee) determines that meeting in this manner is not practicable and approves other arrangements, an exemption request form must be submitted following the exemption process outlined in the policy.

- Not, under any circumstances, physically, sexually, verbally, or emotionally abuse or fail to provide the basic necessities of care applicable to the activity/program, such as food or shelter, to participants.
- Endeavor to provide a safe and healthy experience for all participants.

I have read and understand the standards of behavior outlined above. I understand and agree that any act or omission on my part that contradicts any portion of these standards may be grounds for immediate suspension and/or termination of my employee/volunteer status with The Ohio State University.

Employee/volunteer printed name _____ Date _____

Employee/volunteer signature _____ Date _____

Activity or program director signature _____ Date _____

Please submit this form to activity or program director to retain for their records.

Thank you!

Volunteers make Chadwick Arboretum & Learning Gardens an amazing place to visit, learn from, and study.

We hope you will consider joining us!



Some Statistics from 2022

- Number of active volunteers: 156
- New Volunteers: 44
- Number of hours served: 3,970
- Number of tours: 20
- Event Attendance*: 16,200
- Fundraising amount earned through the Spring Plant Sale Fundraiser: \$37,400
- **Gardens inspired: Countless**



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Chadwick Arboretum & Learning Gardens

Howlett Hall Room 152
2001 Fyffe Court
Columbus, Ohio 43210