The Buckeye Treehouse
The Ohio State University Chadwick Arboretum Volunteer Newsletter
May 2024 Edition

The Spring Plant Sale is Here!

Get ready to bloom with excitement because our annual Spring Plant Sale Fundraiser is just around the corner! From May 9th to May 11th, Chadwick Arboretum will transform into a botanical wonderland, showcasing over 16,000 fresh, exotic, and time-tested edible and ornamental plants. As volunteers, you play an integral role in making this event a success, and we couldn’t do it without your dedication and support.

Last year, thanks to the hard work of 150 volunteers, we raised over $45,000! This incredible achievement not only helps sustain our arboretum but also supports student organizations and local businesses. Your efforts truly make a difference, and we're excited to see what we can accomplish together this year.

This year, we are especially excited about our Learning Lab, where engaging educational demonstrations on various garden topics will unfold, enriching your knowledge and inspiring your green endeavors. Don't miss out on the excitement of our daily live auctions, vendor booths offering gardening essentials and treasures, and delicious treats from a local food truck.

We hope you will join us as we inspire central Ohio gardeners while supporting a worthy cause.
Weekly Garden Volunteer Sessions from 9-11 a.m.

- **Tuesdays:** Lane Ave Gardens, Cultivar Trials, and Horticulture Therapy
- **1st and 3rd Wednesdays:** Various locations, often Arboretum North
- **Thursdays:** Learning Gardens
- **Fridays:** Arboretum North

**New this Year: Monthly Plant Picnic Lunches**

Bring yourself a picnic lunch to a specific volunteer session (May: 21, 24, & 30) and grow your horticulture knowledge with an educational presentation afterwards! Plant Picnics are open to anyone and begin at 11:00 am. Feel free to bring something to share – coffee will be provided. Seating will be in closest picnic area to the gardens: Labyrinth (Lane Ave Gardens), Gazebo (Learning Gardens), and Jones Patio (Arboretum North).

*Note: Master Gardener Volunteers can count the educational component as Continuing Education.*
Cultivar Trials Preparation and Planting Days

If you love flowers, you are going to go wild over the Cultivar Trials! With over 100 different new cultivars, the trials gardens are a chance for us to help inform plant breeders of how their new varieties of annuals are growing in Central Ohio.

We have two trial locations: Chadwick Arboretum’s Learning Gardens and in Snyder Park Gardens and Arboretum in Springfield. Each grow the same varieties of annuals and are evaluated based on two levels of maintenance. Chadwick Arboretum’s are exceptionally maintained as examples of how a cultivar can look with proper handling and maintenance, while Snyder Park will have minimal maintenance and care.

Read more about the trials and read the reports from years past on our website here.

Cultivar Trials Preparation Day:
- May 16, 2024, 10:00 a.m. – 12:00 p.m.

Cultivar Trials Planting Day:
- May 17, 2024: 8:00 a.m. – 1:00 p.m., lunch provided

Sign Up/More Info Here:
https://osu.az1.qualtrics.com/jfe/form/SV_4Ylv5kL0Vi1ORcG

The 2024 Volunteer Handbook

New to Chadwick Arboretum this year? Welcome!

Our Volunteer Handbook contains important information about volunteer policies, forms you need to complete, FAQs, how to park, our yearly events, and volunteer sessions.

Remember, if you are an MGV, you will log your time under Franklin County MGV Projects on Hands on Connect only. These hours are then passed along to us for our own reporting.
Contact Information

Volunteer Garden Sessions

- **Tuesdays, 9 – 11 AM: Lane Ave. Gardens**
  CONTACT Joe Stewart: gardenjoestew@gmail.com

- **Tuesdays, 9 – 11 AM: Cultivar Trials**
  Bed Planting Day! May 17, 9 -1 pm
  CONTACT Kathy Krantz: candkkrantz@sbcglobal.net
  Or Anna Williamson: Williamson.596@osu.edu

- **1st and 3rd Wednesdays, 9 – 11 AM: Arboretum North and other locations as needed.**
  CONTACT Hope Weber: jhopeweber@gmail.com

- **Thursdays, 9-11 AM: Learning Gardens**
  CONTACT Chris Tilton: ctilton@columbus.rr.com

- **Fridays, 9 – 11 AM: Arboretum North**
  CONTACT Lori Kingston: lk518@att.net

**Horticulture Therapy Garden Sessions**

Tuesdays, 9-10:30 a.m.

First session of the season runs April 16 –June 18. These garden sessions provide a community-based experience for adults with developmental disabilities that enhances well being and meets the goals of our participants – increased social skills, self esteem, and horticultural skills. No experience necessary.

**NEW:** Non-MGVs are required to watch a 1-hour Good Agriculture Practices video here, using promo code GAP-MGV-2024. (Please report your completion of this to Julia Wilson.)

CONTACT: MGV Joe Lansing
toborjl@sbcglobal.net
Spring Plant Sale and Auction Fundraiser
May 9 – 11, 2024

Explore 16,000 plants, bid at auctions, browse vendors, and savor food trucks. Get your tools sharpened while you shop and enjoy educational demos in our Learning Lab. View our event webpage for all details here.

Get involved in this incredibly important fundraiser and have fun!

Sign up Here.

Read more details in our Plant Sale Training Manual on the following pages.

Critical Need Areas:

- Cashiering
- Loading
- Price Tag Pulling (Formerly called "Wizarding")
- Auction Help
- Membership tent, Thursday evening
- Saturday shifts

The Perfect Berry Box

Customers at the Spring Plant Sale use an estimated 2,000 boxes each year at our Spring Plant Sale!

In order to collect this many boxes, we need your help! Head to your local grocery store and ask when a good time to pick up sturdy *berry boxes* (like those pictured) would be – often they can save them aside for you or even tell you when a good time each week to come pick them up. Costco actually has an area next to check-out for customers to grab boxes at their convenience.

Boxes can be dropped of at any time to the barn compound. There is a polyhut with a sign on the door that says, "Boxes for the Plant Sale" Questions can go to Lori Kingston at lk518@att.net.
Chadwick Arboretum & Learning Gardens
2024 Spring Plant Sale and Auction: May 9-11, 2024
Volunteer Training Notes

WHY WE DO THIS: Chadwick Arboretum is self-supporting. The Spring Plant sale generates over $45,000 in funds for Chadwick Arboretum operations and programs, and as such, the success of the plant sale is very important to us. Many of our purchases throughout the year are realized through the money that is raised at the sale, such as the purchase of hand tools, plant labels, season color change-outs around the arboretum, equipment, 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:
   Allen Fabian: afab48@icloud.com, (614) 579-4617
   Sam Shy (mentoring): samsamiamiam@yahoo.com, (614) 580-2100
Volunteer Coordinator – Julia Wilson: Wilson.4615@osu.edu, (614) 247-6972

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.

- **Sign up to volunteer:** Go to [go.osu.edu/psvolunteer](http://go.osu.edu/psvolunteer) to for the sale. Most shifts are for 2-3 hours.
- 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. See the list of team leaders on last pages of this doc.
- A list and description of all volunteer opportunities is included in this document. If you have questions, e-mail or call the team leader.
  - If, for any reason, you are unable to work your shift, please email or call the Team Leader to let them know, since team leaders won't be monitoring the sign-up form once the sale begins.
- 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.
• **T-shirts and Name badges:**
  o When customers are at the sale, please wear your Chadwick Arboretum t-shirt and name badge. If you are a Master Gardener Volunteer, you can wear your MGV shirt/name badge, if you prefer.

• **The Barn:**
  o Consider the Chadwick barn as your home base for the Sale. We will have T-shirts, required forms, seating, water and snacks here for you.
  o Tag counting will occur in the barn during the sale, too! Please consider taking some time before/after your shift to help sort price tags. It's a necessary task that often gets overlooked as we sign up for the more fun volunteer activities!

• **Restrooms:**
  o Volunteers can use the 4-H Building using the side door if the main entrance is locked. Please let a leader or staff member know if the doors are locked, we will have a key in the barn if this happens.
  o Please direct customers to the port-a-potty.

• **Food**
  o There will be a **pizza pre-sale kick-off party** for volunteers working the Thursday night sale at 3:00 p.m. in the 4-H Center’s Eastman Room. Please join us!
  o In addition to snacks in the barn, please consider supporting the delicious food trucks who have agreed to come to our sale for free for lunch/dinner on Friday and Saturday.
  o We are striving for a zero-waste event: Bring a bottle of water with you and fill up in the 4-H Center as possible.

• **Tracking Your Hours:**
  o Be sure to track and record your hours worked on Hands on Connect if you are a Chadwick or MGV Volunteer here: [https://mgvolunteers.osu.edu/volunteer-home](https://mgvolunteers.osu.edu/volunteer-home).
  o If you are a MGV, record them under **Public Ed & Outreach – Chadwick Plant Sale** to record your hours.
  o If you are only a Chadwick Volunteer, record them under **Chadwick Event: Spring Plant Sale Fundraiser**.
  o If you are not a regular volunteer, it would still help us a lot to know your hours. You can send Julia Wilson a final count of the hours at the end of the sale at Wilson.4615@osu.edu.

• **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.
OTHER INFORMATION:

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

- During the Thursday Pre-Sale: In addition to having first pick of the plants, Chadwick Friends 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: go.osu.edu/ChadwickBenefits.

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 picture of the flyer so that you can post it to your Facebook and Instagram accounts. The reach of social media is staggering!

- Our website is easy to remember and share! go.osu.edu/SpringPlantSale.

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. Pick up your wagon as the sale is ending at any time.

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);
- 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 3rd 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), Hypertufa Troughs, Natural Authentic Wonders of Africa Beauty (Beauty care products), and The Whimsey Bus (fun plants and containers).

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

### Plant Sale Schedule: When to Volunteer

**Monday, April 29:**
- **9:00 a.m. – 4:00 p.m.**
  Fence is installed to demarcate sale area. No extra volunteers needed.
- **5:30 p.m. – 7:00 p.m.**
  All Volunteer Plant Sale Training Meeting
  RSVP: [https://osu.az1.qualtrics.com/jfe/form/SV_0UL5olya6ZSSYbI](https://osu.az1.qualtrics.com/jfe/form/SV_0UL5olya6ZSSYbI)

**Thursday, May 2:**
- **9:00 a.m. – 12:00 Noon**
  Tables are carried in by vendor, but Plant Team Leads are there to assist with layout.
  Volunteers may also help with get the site ready for deliveries on Monday, including moving around auction plants, setting up hoses, etc.

**Monday, May 6:**
- **8:00 – 4:00 p.m.**
  Volunteers sign up to help with deliveries and are contacted with the most up-to-date information on times.
  **Delivery schedule for Monday (subject to change)**
  - 8:30 a.m.: Acorn Farm Perennials
  - 11:00 a.m.: Millcreek Perennials
  - 1:00 p.m.: Smith's Perennials

**Tuesday, May 7:**
- **8:00 a.m. – 4:00 p.m.**
  Tents installed. Deliveries continue.
  **Schedule:**
  - 9:00 a.m. Strader's Annuals
  - 11:30-1:00 p.m.: Thorsen's Annuals
  - 2:00 p.m.: Veggies

**Wed., May 8:**
- **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.: Acorn Farm Annuals
Thursday, May 9:

9:00 a.m. – 2:00 p.m.
Prep for Chadwick Friends/Members Pre-Night Sale; Pre-Night Sale
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.
Volunteers are welcome to come as they are able to assist with these tasks.

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

Friday, May 10: Open to the public, 12:00 to 6:00 p.m.

- 12:00 p.m. Silent Auction begins
- 1:00 p.m. “Contained Passion: Gardening on a Smaller Scale”
- 2:00 p.m. “Extending the Lilac Blooming Season”
- 3:00 p.m. “Native Plants in the Urban Setting”
- 4:00 p.m. Premium Tree and Shrub Live Auction
Saturday, May 11: Open to the public, 9 a.m. to 3:00 p.m.
- 10:00 a.m. Premium Tree and Shrub Live Auction
- 10:00 a.m. “Extending the Lilac Blooming Season”
- 11:00 a.m. “Success with Conifers”
- 12:00 p.m. “Native Plants in the Urban Setting”

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

Sunday, May 12: Relax!

Monday, May 13: 3:00 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 –
1. Delivery
   a. Plants begin to arrive to the Plant Sale site on Monday, May 6 at 8 a.m. and continue until Wednesday, May 8.
   b. This year, we plan to have two shifts each day – morning (roughly 8-12) and afternoon (12-4). These times are estimates, as trucks need to arrive on their schedule, based on where they are delivering that day. Sometimes, the dates/times are nonnegotiable, so we make every effort to be ready for their arrival.
   c. If you sign up to help with delivery, that lets us know to include you in the emails about delivery dates/times, so you can help as your schedule allows. This is a massive effort, and the more help the merrier. Even if you can only come for a few hours, we will be able to use your help!

2. Check-Out Volunteers
   a. Price Tag Pullers (Formerly known as “Wizards”)
      These volunteers 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, but also to ensure the customer’s plants
are bundled up and sent to the loaders carefully. 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 on how to use the credit card machines at the All-Volunteer Training meeting before the sale and to complete a short “PCI Compliance Training” online.

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’ main tasks are to try to keep our event tidy and “green.” Taking out the trash and recycling at the end of the day is one part of that. When not doing these tasks, these volunteers can keep the plant sale operating smoothly by:
- Moving wagons back to start of sale
- Refreshing box supplies around the sale for customers
- Putting away/stacking tables as plants sell
- Watering plants
- Picking up plastic plant trays and stacking them out of the way

e. **Tag Team**
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:

3. **Auction Team**
The auction is a fast-paced, exciting “event within the event” and there are various tasks that volunteers do for the auctions each day! Sign up for a slot and you will be given a task by the leaders. This group’s volunteer schedule is based around the auction times. Most tasks require you to stand for the entire shift.

4. **Plant Teams:**
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.

5. **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.

6. **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 can help with:
- Introducing the speakers
- Counting participants
- Photographing winners of the raffles
- Passing out speaker’s handouts

**Parking**

- Parking is free for volunteers. See detailed map on following page.
  - **Outside of sale times: (set up and tear down activities)**
    - Park at the 4-H Center or surrounding lots using your “Chadwick Voucher” that you obtained from the Ag. Admin parking kiosk.
  - **During the sale:**
    - The Bill Davis Stadium Parking Lot across from the 4-H Center is for both customers and volunteers. No need to get a voucher.
  - **We cannot park within the barn compound for extended periods without prior permission.** If you need close parking or handicap accessible spots, please talk to Julia Wilson.

**How to get a parking voucher (before or after the sale only):**

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

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 voucher code. If you do not know the code, please email or call Julia Wilson at *Wilson.4615@osu.edu* or 513-593-0746.
4. Drive over to the plant sale site, park in any A, B, or C spot.
Sale & Parking Map
<table>
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<th>Co-Chairs</th>
<th>Committees</th>
<th>Email Address</th>
<th>Cell Phone</th>
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<tr>
<td>Allen Fabian</td>
<td>Plant Sale Co-Chairs</td>
<td><a href="mailto:afab48@icloud.com">afab48@icloud.com</a></td>
<td>614-579-4617</td>
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<tr>
<td>Sam Shy</td>
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<td>614-580-2100</td>
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<td>Allen Fabian</td>
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<td>Debbie Farynowski</td>
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<td>614-832-3279</td>
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