

Minnesota Landscape Arboretum Volunteer Services 3675 Arboretum Drive
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The Arboretum Volunteer Program Mission and Core Value Statement

Mission: The mission of the University of Minnesota Landscape Arboretum Program is to support the Arboretum and local communities as we work together to educate, conduct research, and offer brilliant displays to the public. Volunteers of the MN Landscape Arboretum will provide, and experience, an environment that is supportive, educational, and will provide maximum benefit to our guests and volunteers.

Core Value Statement: University of MN Landscape Arboretum Volunteers facilitate an inclusive, comfortable, and visually appealing environment for all to enjoy.

Standards of Behavior and University Board of Regents Code of Conduct:

MN Landscape Arboretum Volunteers are representatives of the University of Minnesota and serve at the discretion of the University. Just as it is a privilege to work with volunteers who offer their time and talents, it is a privilege – not a right – to be a MN Landscape Arboretum volunteer. Participant understand and accept responsibility for their actions, words, and deeds when volunteering on behalf of the University.

Volunteers are expected to review and abide by the Standards of Behavior and the University of Minnesota Board of Regents Code of Conduct. You will find a copy of this in your orientation packet, online on our “For Current Volunteers” page, and/or you may request a copy be emailed directly to you.

These important policies:

1. Are designed to ensure the safety and well-being of all participants (audiences, staff, other professionals, volunteers, etc.).
2. Enforce the expectation that volunteers are representatives of the University of Minnesota and thus must conduct themselves accordingly.
3. Promote a positive, enjoyable experience for all guests and volunteers.

Volunteer Standards of Behavior direct volunteers to:

1. Uphold volunteerism as an effective way to meet the horticultural education needs of Minnesota citizens, sustain the Arboretum, and reach out to surrounding communities.
2. Accept supervision and support from staff while involved in the program.
3. Represent the University of Minnesota and MN Landscape Arboretum volunteer program with dignity and pride by being positive spokespersons and mentors for others.

4. Conduct themselves in a courteous, civil and respectful manner, refraining from profanity and behavior that physically, verbally, or emotionally abuses, threatens or harms any Volunteer Program participant, staff, or guest.
5. Abstain from use or the influence of alcoholic beverages or other controlled substances when interacting with the public as a MN Landscape Arboretum Volunteer.
6. Comply with equal opportunity and anti-discrimination laws and the policies of University of Minnesota.
7. Perform duties in a responsible, professional and timely manner.
8. Dress professionally/appropriately and wear the Volunteer nametag whenever serving as a volunteer.
9. Report immediately any threats to the volunteer's emotional or physical wellbeing to the Volunteer Center or Human Resources staff members.
10. Take responsibility and accountability for personal actions.
11. Promote and support Extension Master Gardener activities and their volunteer peers in order to develop an effective county and state program.
12. When applicable, operate machinery or other equipment in a safe and responsible manner.

When a volunteer fails to follow the Standards of Behavior or Board of Regents Code of Conduct:

Failure to follow the Standard of Behavior and/or Regents Code of Conduct can result in termination from the program and loss of all privileges associated with the status of a University of Minnesota Landscape Arboretum volunteer. Should an issue arise, the volunteer will be placed on Temporary Leave, and the Volunteer Program Coordinator will inform and work in concert with the proper department authority to resolve the issue and/or determine what, if any, disciplinary steps need to be taken. While attempts may be made to correct disqualifying behavior, resolution may lead to reinstatement, reassignment of volunteer duties, reinstatement with limitations, or termination from the program. The volunteer may also be terminated immediately. The Volunteer Program Coordinator must authorize any termination from the program.