



DUBUQUE ARBORETUM AND BOTANICAL GARDENS

Community Service Policy at Dubuque Arboretum and Botanical Gardens

Introduction: Dubuque Arboretum and Botanical Gardens (DABG) extends a warm welcome to individuals engaging in community service within our grounds. As part of our commitment to community outreach, we provide a structured opportunity for individuals to fulfill their service hours. This Community Service Policy outlines the guidelines and expectations for a smooth and effective community service experience at DABG.

Service Dates and Times: Community service volunteers are required to adhere to pre-established service dates and times, as listed below. Please note that these dates are non-negotiable, and inclement weather will result in the cancellation of the service day without rescheduling. DABG will only have the capacity to fill 10 spots each day. Please sign up for a date on our website by clicking this link: [Court-Ordered Community Service - Dubuque Arboretum](#).

- Wednesday, May 8th, 9:00 a.m.-12:00 p.m.
- Saturday, June 1st, 9:00 a.m.-12:00 p.m.
- Wednesday, July 17th, 9:00 a.m.-12:00 p.m.
- Wednesday, August 14th, 9:00 a.m.-12:00 p.m.
- Saturday, September 7th, 9:00 a.m.-12:00 p.m.
- Wednesday, September 18th, 9:00 a.m.-12:00 p.m.
- Wednesday, October 9th, 9:00 a.m.-12:00 p.m.
- Saturday, October 12th, 9:00 a.m.-12:00 p.m.

Document Submission: Prior to engaging in service hours, volunteers must upload a valid driver's license and court-ordered documents to our community service page. Failure to comply may result in dismissal. Please click this link to upload your required documentation: [Court-Ordered Community Service - Dubuque Arboretum](#).

Attendance and Physical Requirements: Potential community service volunteers must acknowledge that the projects the DABG will have for service hours will be physically demanding. If you cannot meet these requirements, you should not sign up for service hours at the DABG. Physical demands such as bending, stooping, walking on various surfaces, being outdoors in different weather conditions, and handling tools up to 30 pounds will be required. Failure to meet these requirements may deem DABG unsuitable for service hours.



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Attire and Essential Items: Volunteers are expected to wear closed-toe shoes, pants or shorts (if applicable), and a plain shirt suitable for outdoor labor. Dressing appropriately for exposure to nature's elements is advised. Volunteers should bring a reusable water bottle if possible. The Visitor's Center has a water fountain that can fill water bottles up or is available when necessary. Failure to meet dress code requirements may lead to dismissal, and service hours will not be complete.

Supervision and Behavior Expectations: Volunteers must meet at the Visitor Center five minutes prior to their scheduled shift to receive directions from the Ground Supervisor. Respectful behavior towards the Ground Supervisor is imperative. Any deviation from this expectation may lead to dismissal, and service hours will not be complete.

Grounds Policies:

Surveillance cameras are in use to ensure compliance with legal and behavioral standards. Good judgment and respectful behavior are expected on the grounds. Prompt reporting of breakage or property damage is mandatory. Removal or damage to flowers, plants, and trees is prohibited. Failure to comply with these policies will result in dismissal.

Cell Phone Usage: Community service volunteers are prohibited from using cell phones during service hours. Permission to make a call can be sought after the assigned hours are completed. Non-compliance may result in dismissal.

Work Site Etiquette: Volunteers are not permitted to leave their work site without permission from their direct supervisor. Disregarding this requirement may result in dismissal.

Scheduling and Attendance: In case of an inability to attend scheduled hours, volunteers must promptly inform the DABG office. Our phone number is 563-556-2100. Changes in the schedule do not equate to completed hours.

Breaks and Lunch: Volunteers are entitled to a 30-minute lunch break that does not count toward community service hours. Other breaks may be permitted based on approval from the Ground Supervisor.



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Rules Agreement and Liability Release: By undertaking community service at DABG, volunteers agree to abide by the rules outlined in this procedure. Additionally, volunteers understand and acknowledge that they will enjoy the facilities and grounds at their own risk, releasing DABG staff and volunteers from any claims of loss, damage, or injury incurred during their visit.

Thank you for selecting Dubuque Arboretum & Botanical Gardens as your community service site. We appreciate your dedication to making a positive impact in our community, and we trust that your experience with us will be both meaningful and fulfilling.