

**Burden Museum & Gardens  
LSU AgCenter Botanic Gardens**

**Volunteer Handbook**

**4560 Essen Lane, Baton Rouge, LA 70809  
(at the intersection of I-10 and Essen Lane)**

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**Part One**

**Introduction**

## **Welcome to the LSU AgCenter Botanic Gardens Volunteer Program**

Thank you for volunteering to work for the LSU AgCenter Botanic Gardens. The Gardens depend on volunteers to help realize its mission to enhance people's lives with plants through research, plant demonstrations and education. This volunteer handbook is designed to acquaint you with the programs, history, goals and management of the Gardens. It also provides guidelines, policies, and procedures of the Gardens' Volunteer program to help you as an LSU AgCenter Botanic Gardens volunteer.

Volunteers are an essential part of the Gardens and are involved in various activities including:

- Assisting the Burden staff
- Working in the gardens, greenhouses and research areas
- Serving as tour guides and docents
- Working on special programs and events
- Recording plant information
- Providing clerical and computer skills
- Pruning, harvesting and maintenance tasks
- Developing educational materials and programming
- Volunteer recognition and program management

Without your support and enthusiasm, the Gardens would not be as beautiful or as educational.

There are many benefits to volunteering at the Gardens. You will have opportunities to meet new people and make new friends, receive practical hands-on experience, share interests and hobbies with others, work in a beautiful and stimulating environment, and make your community a better place to live. An added benefit is the satisfaction that comes with helping the Gardens fulfill its mission by providing valuable services and programs for school children, gardeners, nature enthusiasts, professional horticulturists, home owners and others in the community.

As a new volunteer at the Gardens, you are expected to attend an initial orientation program designed to give a better understanding of the programs, operations, history, goals and management of the LSU AgCenter Botanic Gardens. More specific training may be offered throughout the year to help you develop skills and talents that will better allow you to perform your volunteer duties.

Thank you again for joining the Gardens Volunteer Program!

### **Volunteer Program Mission Statement**

The mission of the LSU AgCenter Botanic Gardens Volunteer Program is to support the mission of the LSU AgCenter Botanic Gardens and, at the same time, to provide a rewarding volunteer experience.

## **Welcome from the Director**

Dear LSU AgCenter Botanic Gardens Volunteer,

On behalf of myself and the whole LSU AgCenter Botanic Gardens' staff, we are glad to have you with us as a volunteer and hope that you will enjoy taking part in the activities of this unique public garden, while sharing in the satisfaction of achieving goals with local and global significance.

Volunteers have been instrumental in helping the Gardens grow in many ways. From gardening to educational presentations, office work to greenhouse maintenance, volunteers have contributed their time and talent generously in service to the Gardens.

In turn, volunteers learn new skills and information, form friendships with others who share their interest in plants and gardening, and give their time and energy in support of programs that make the Gardens a better community resource for all of us to enjoy.

This Volunteer Handbook is designed to provide volunteers with important information on a variety of pertinent topics that will assist you throughout your time working with LSU AgCenter Botanic Gardens.

Your help will allow us to undertake and accomplish much more than we would be able to do on our own. I hope your experience is both positive and educational. I look forward to working with you. Do not hesitate to contact me with any questions and comments you might have.

Thanks for volunteering; it's great to have you with us!

Sincerely,

Dr. Jeff Kuehny  
Professor and Director of the LSU AgCenter Botanic Gardens

**Part Two**

**Master Plan**

**“A New Beginning”**

## **Overview of Master Plan**

The Burden Museum and Gardens is a unique facility consisting of 440 acres of green space in the heart of Baton Rouge and conveniently located off Interstate-10.

The property was donated by the Burden family to the LSU Agricultural Center and LSU beginning in 1966.

The vision stipulated that the property be a “green area” to be enjoyed by the public and that it be used to conduct horticultural and agronomic research and to showcase a Rural Life Museum, Windrush Gardens (formal and informal gardens) and an urban forest.

## **A New Beginning**

The LSU AgCenter Botanic Gardens comprises many of those elements which include: horticulture and agronomic research, the American Garden Rose Selections and Rose Garden, All-America Selections Garden, the Steele Burden Memorial Orangerie, the Ione Burden Conference Center, Burden Woods, Trees and Trails, Stone Camellia Collection, Windrush Gardens, Barton Arboretum and the LSU Rural Life Museum.

A master plan for LSU AgCenter Botanic Gardens was completed in 2009 that honors the legacy of the Burden Family and provides a unified vision for the future that combines both research and extension activities. The Mission of the LSU AgCenter Botanic Gardens is to promote the importance of plants and their environment to the physical, mental and spiritual well-being of the citizens of Baton Rouge, the state of Louisiana, and the world. The mission will be accomplished through a three pronged approach:

- Performing research and facilitating the research of others to develop sustainable plants, landscapes, woodlands and wetlands.
- Educating the community through demonstration of the value of this research by enabling direct access to public.
- Bringing people back to nature by providing a diversity of green places and special facilities to engage in conversation, create a community and to commune with nature.

The property is composed of destinations and points of activity that reflect the past, present and future of agriculture in Louisiana. The LSU Rural Life Museum represents the 1800's and early 1900's plantation era in Louisiana history. The present and future are represented by the LSU AgCenter's Botanical Gardens. A new entry road and trail network (Trees & Trails) ties the site together and creates a legible circulation system for the visitor. It will lead to the Botanic Gardens, which represents present day horticulture through use of its current display and demonstration gardens.

Future plans to house the East Baton Rouge Parish Extension Office, add a new conference center, three children's gardens, an Herb and Heritage garden, a culinary garden and the Louisiana Garden Center, an educational center for local and state horticultural organizations.

The Ornamental & Turf Research Facility is accessed through the Interstate-10 tunnel and has expanded its scope to include Wetlands research and All-America Trials Gardens. The woodlands on this portion of the property are designated as a preserve and will be used for future research in urban forest restoration and education.

From the Botanical Gardens, the road continues across the existing bridge and alongside the Food & Fiber Plant Research Facilities, which will continue to support horticultural and agronomic research with expansion into greater extension opportunities.

Through the fields and down the oak alley, the road continues to the Rural Life Museum and historic Windrush Gardens, leading to the Barton Arboretum. Plans include expanding the Barton Arboretum to feature cultivated specimen woody ornamentals.

Trees and Trails, whose trail head is behind the Steele Burden Memorial Orangerie, will continue through Burden Woods, which is home to forestry and environmental research and education. This trail system will connect to the Barton Arboretum with a new boardwalk over the Black Swamp, a rain-fed wetland composed of 200-year-old tupelo trees. Additional plans include a connecting trail and boardwalk that will overlook a 10-acre wetland observed from Burdens Bluff and continue along the Wards Creek Meanders.

The Burden Horticulture Society, a friends group, was formed in 2007 to enhance and promote the LSU AgCenter Botanic Gardens for public benefit through educational programs, fundraising, and volunteerism. The East Baton Rouge Parish Master Gardeners, Baton Rouge Camellia Society, Baton Rouge Herb Society and Louisiana Bonsai Society all help to support various outreach opportunities at the Gardens. Through the support of these organizations, the LSU AgCenter, the Burden Foundation and the LSU Foundation, the LSU AgCenter Botanic Gardens is moving forward with a Capital Campaign, "A Destination for Generations", to provide funding to continue to enhance this unique facility.



# **Burden Museum and Gardens**

## **LSU Rural Life Museum**

### **LSU AgCenter Botanic Gardens**

All-America Selections Gardens

Barton Arboretum

Black Swamp Wetlands

Burden Woods

Children's Garden

Food and Fiber Research

Ginger Garden

Herb Garden

Ione Burden Conference Center

Rose Garden

Steele Burden Memorial Orangerie

Stone Camellia Collection

Trees and Trails

Ornamental, Turf and Coastal Research

### **Windrush Gardens**

Bonsai Garden

Monroe Garden

# BURDEN

## Museum & Gardens

### 1. Burden Museum & Gardens

#### Visitor Information

1. Lone Burden Conference Center
2. Steele Burden Memorial Orangerie
3. Pavilion
4. Vi and Hank Stone Camellia Garden
5. Herb Garden
6. All-America Selections Display Garden

### 7. To Ornamental and Turf Research Facility

#### 8. To Food and Fiber Research Facility

#### 9. LSU Rural Life Museum

#### 10. Visitor Center

#### 11. Stoker Barn

#### 12. Dogtrot House

#### 13. Corn Crib

#### 14. Potato House

#### 15. Pioneer's House

#### 16. Jail

#### 17. Commissary

#### 18. Overseer's House

#### 19. Schoolhouse

#### 20. Blacksmith's Shop

#### 21. Slave Cabin

#### 22. Sugar House

#### 23. Church

### 24. Shotgun House

### 25. Acadian House

### 26. Split Cypress Barn

### 27. Bergeron House

### 28. Slave Cabin

### 29. Slave Cabin

### 30. Sick House

### 31. Kitchen

### 32. Hostler House

### 33. Garden House

### 34. Windrush House



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## **Part Three**

# **LSU AgCenter Botanic Gardens**

## **Introduction to Burden Museum and Gardens and LSU AgCenter Botanic Gardens**

Burden Museum and Gardens is comprised of 440 acres of property donated over time to Louisiana State University and the LSU AgCenter. This includes the LSU AgCenter Botanic Gardens, which represents the bulk of the property and which is located on both sides of Interstate-10. The LSU Rural Life Museum represents the remainder of the property. Together, the LSU Rural Life Museum and the LSU AgCenter Botanic Gardens make up Burden Museum and Gardens. Annually, 100,000 visitors of all ages and from local, national and international points of origins, enjoy the Burden Museum and Gardens' beauty, educational opportunities, public events and serene atmosphere. It is truly a "Destination for Generations."

It was the ancestral home of the Burden family and the centerpiece of Steele Burden's landscape design practice. It was here he first exercised his knowledge of plants, place and desire for classic beauty. Over time, Steele expanded his garden vision beyond the classic Windrush Gardens surrounding his home to include the totality of the fields and forests that make up what is now Burden Museum and Gardens.

*Steele Burden had a vision* – that respected the historical life-ways of early 19<sup>th</sup> and 20<sup>th</sup> century Louisiana as reflected in the Rural Life Museum and Windrush Gardens.

*Mr. Burden valued knowledge* – that with his sister, Ione Burden, he put in place a foundation and site for research and education to serve Louisiana State University and the community of Baton Rouge through demonstration, "So that they would have a green place..."

*Steele Burden understood the value of beauty* – based on a designed landscape and plants, structured in classic order. As a garden or forest, he understood the value of these "forms of nature" to the human condition. It is the value of plants that is the legacy made manifest in current and all future elements that make up Burden Museum and Gardens.

The LSU AgCenter Botanic Gardens is one of 17 research stations serving the agricultural and natural resources needs of the LSU AgCenter and the citizens of Louisiana through teaching, research and outreach services. What makes the property unique, as a part of LSU AgCenter, isn't the research that occurs here, but Steele Burden's expectation that nature should be made available to everyone – that beautiful gardens and plants should be a part of their lives – here.

**Teaching:** LSU AgCenter scientists and extension specialists conduct programs on horticultural, agronomic, coastal and wetlands plants. The purpose is to:

- Develop sustainable plants, landscapes, woodlands and wetlands through research.
- Make results of the research accessible to the public through tours, fairs, festivals and field days.
- Bring people back to nature by providing a diversity of green places and special facilities to create a community and the opportunity to commune with nature.

**Research:** At the LSU AgCenter Botanical Gardens, researchers and extension specialists conduct programs at two facilities; the Food and Fiber Research Facility and the Ornamental, Turf and Coastal Research Facility.

- Coastal Restoration
- Extension
- Fruits and Vegetables
- Ornamental Plant Materials
- Sustainable Vegetable Production
- Sweet Potatoes
- Turfgrass

**Outreach:** LSU AgCenter Botanic Gardens is home to several horticulture related organizations that provide education and outreach opportunities to the surrounding community and help support the LSU AgCenter Botanic Gardens.

- Baton Rouge Camellia Society
- Burden Horticulture Society
- Baton Rouge Camellia Society
- Friends of Rural Life Museum
- Herb Society of America, Baton Rouge Unit
- Louisiana Bonsai Society
- Louisiana Master Gardeners

# **LSU AgCenter Botanic Gardens Vision, Mission Statement and Goals**

## **Vision**

Similar to the way Steele Burden sought to improve with every garden he designed, it is the vision of the LSU AgCenter Botanic Gardens to become the best horticultural research and outreach facility in the United States, making an impact on the world.

## **Mission**

The mission of the LSU AgCenter Botanic Gardens is to promote the importance of plants and their environment to the physical, mental and spiritual well-being of the citizens of Baton Rouge, the state of Louisiana, and the world.

## **Goals**

The LSU AgCenter Botanic Gardens shall accomplish this mission through:

- Performing research and facilitating the research of others to develop sustainable plants and landscapes for agriculture and horticulture.
- Educating the community through demonstration of the value of this research and these plants by enabling direct access to these fields and gardens.
- Bringing people back to nature by providing a diversity of green places and special facilities to engage in conservation, create a community and to commune with nature.

## **Garden Facts and Figures**

**Hours:** The LSU AgCenter Botanic Gardens are open from 8:00 a.m. to 5:00 p.m., seven days a week, throughout the year. Admission is free for all but Windrush Gardens.

**Speed Limit:** On the blacktop road the speed limit is 20 mph.  
On the gravel roads the speed limit is 10 mph.

**Features:** Sixteen different garden areas include:

- Entrance Garden
- Bulb Display Garden
- Herb Garden
- Children's Garden
- All-America Selections Display and Award Garden
- All-America Selections Trials Garden
- Compost Bin Display
- Vi and Henry Stone Camellia Gardens
- Rose Garden
- Ginger Garden
- Ione E. Burden Visitor & Conference Center Garden
- Steele Burden Memorial Orangerie Garden
- Burden Woods – Trees and Trails
- Barton Arboretum
- Black Swamp Wetlands Environmental Area
- Windrush Gardens, Monroe Garden & Bonsai Garden (Admission charged)

Additional areas include:

- Food and Fiber Research Facility
- Citrus Orchard
- Greenhouses
- Fruit and Pecan Orchard
- Peach Orchard
- Ornamental, Turf Research & Wetland Research Facility

**Pets:** Dogs are permitted at the Gardens if kept on a leash. Please be kind to other visitors and pick up after your dog.

**Picnicking:** No picnicking or Bar-B-Queing is allowed. No fires of any type are allowed.

**Summary:** The LSU AgCenter Botanic Gardens are:

- An essential tool for education, serving as an outdoors classroom for students and adults.
- A center for research excellence.
- One of two All-American Selections Display and Award Gardens in Louisiana and one of nearly 200 nationally.
- The first All-American Selections Trials Garden in Louisiana and one of 56 nationally.
- Registered as one of 15 gardens on the American Camellia Trail (Gulf Coast) and one of 50 nationally.
- A member of the American Public Gardens Association.
- Used to test the suitability and adaptability of plant materials for use in the landscape.
- Composed of nearly 440 acres of cultivated and undeveloped areas containing different types of trees, shrubs, annuals, perennials, ornamental grasses, vines, groundcovers and aquatic plants.



# BURDEN

## Museum & Gardens

### 1. Burden Museum & Gardens

#### Visitor Information

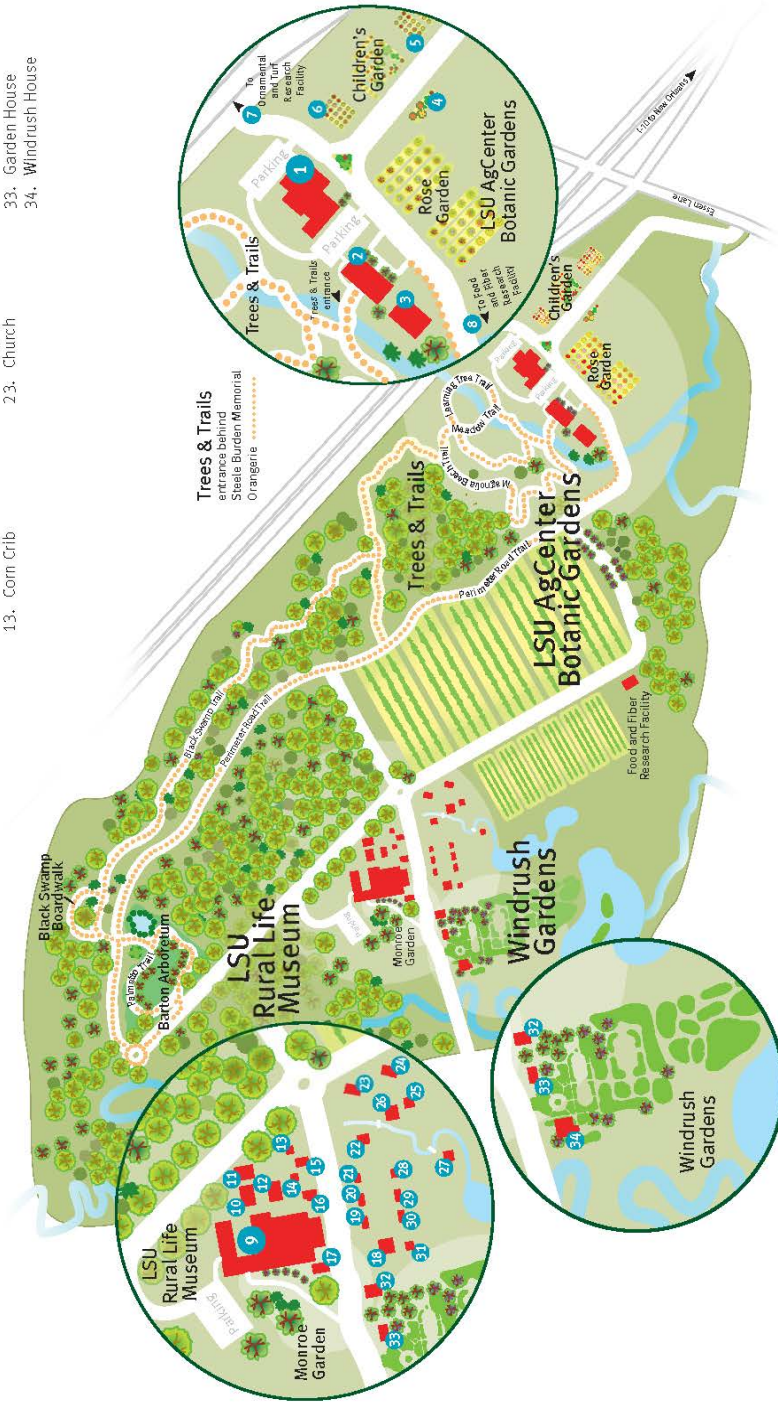
2. Lone Burden Conference Center
3. Steele Burden Memorial Orangerie
4. Pavilion
5. Vi and Hank Stone Camellia Garden
6. Herb Garden
7. All-America Selections Display Garden

### 9. LSU Rural Life Museum

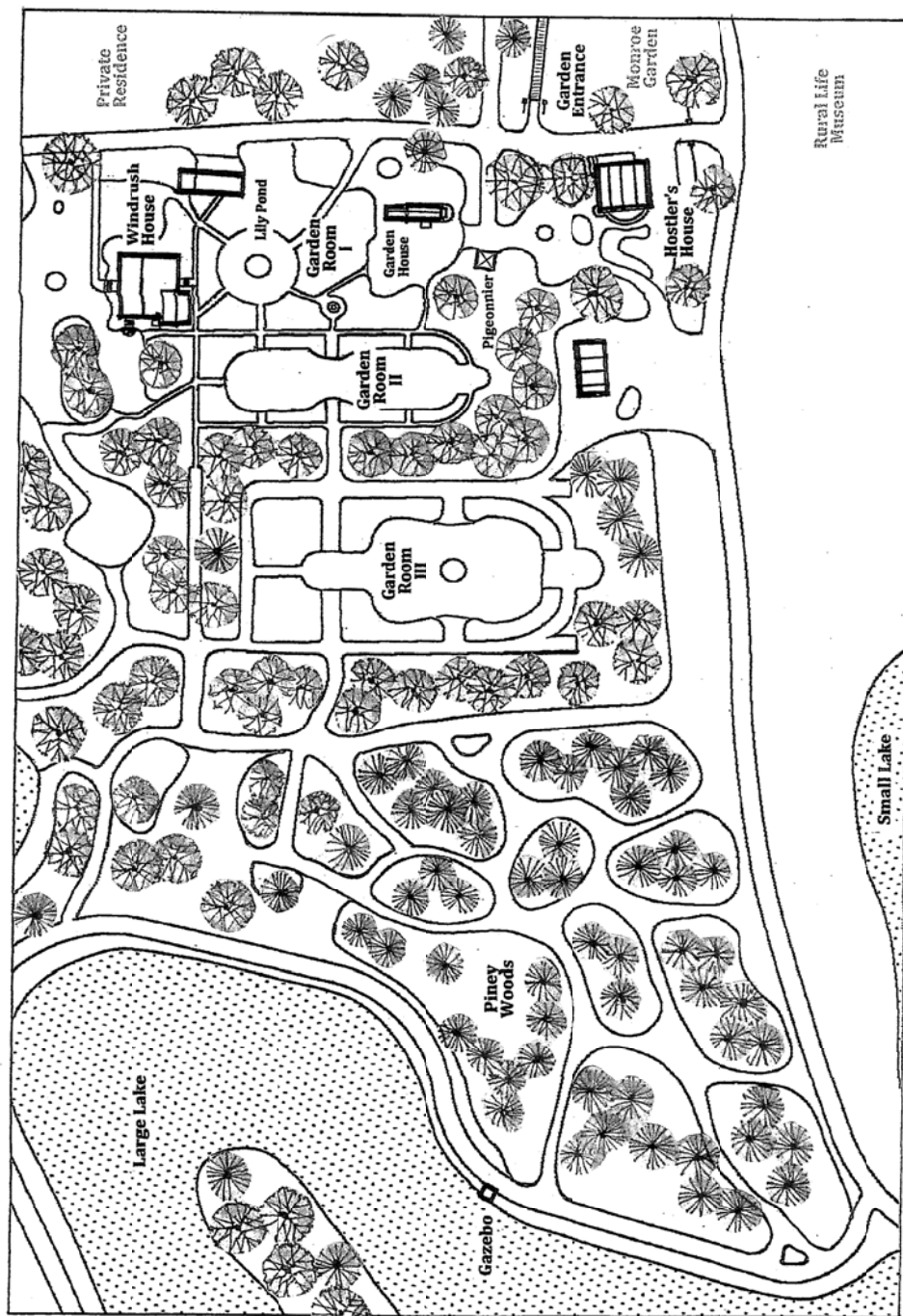
10. Stoker Barn
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### 14. Potato House

15. Pioneer's House
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26. Split Cypress Barn
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28. Slave Cabin
29. Slave Cabin
30. Sick House
31. Kitchen
32. Hostler House
33. Garden House
34. Windrush House

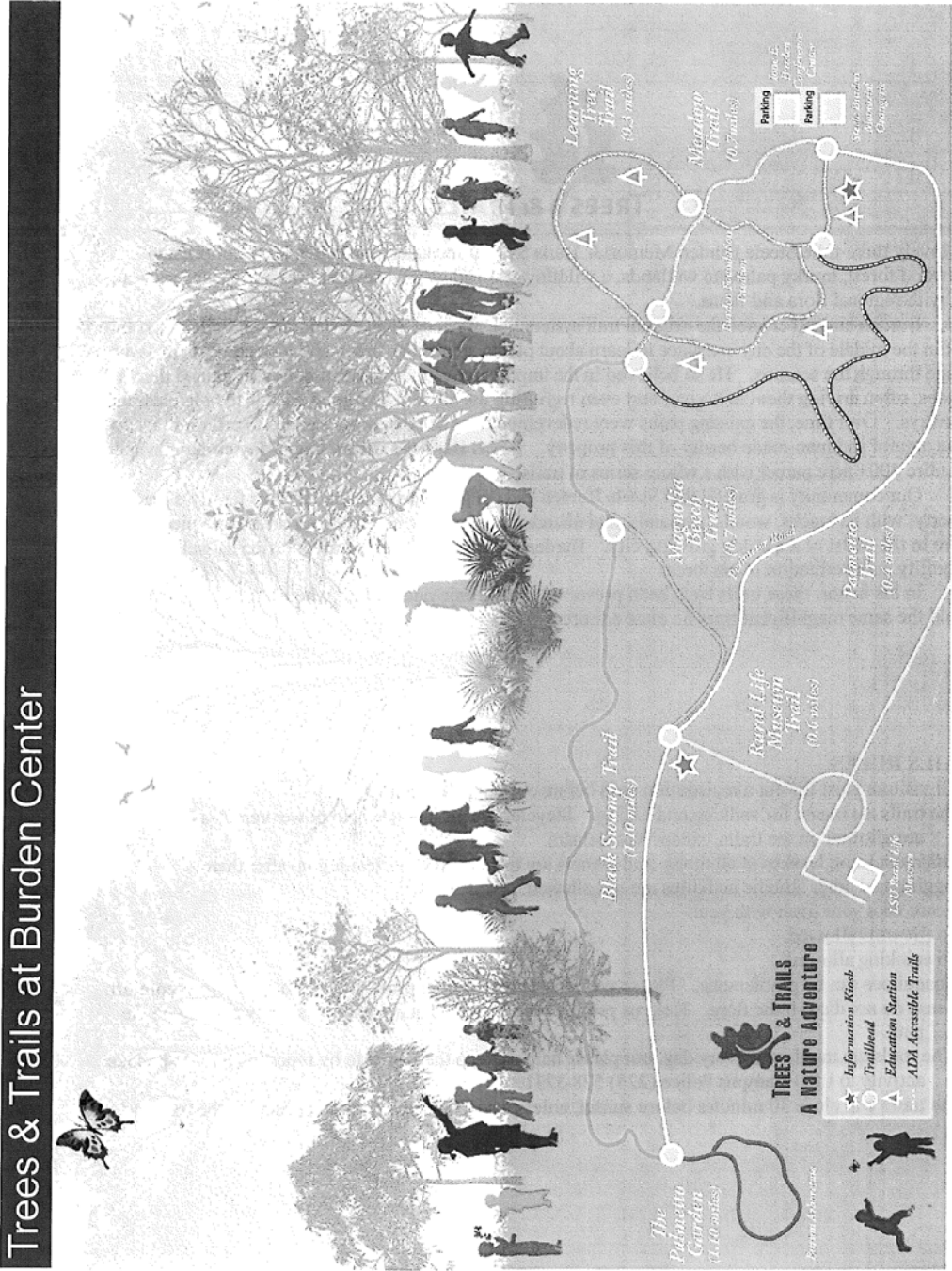


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## Windrush Gardens

Map of Trees & Trails, Burden Woods, Burden Bluffs



## **A Walk Through the LSU AgCenter Botanic Gardens**

### **1) Entrance Garden:**

Seasonal color displays welcome visitors as they enter the Gardens.

### **2) Bulb Display Garden**

Spring, summer and fall flowering bulbs adapted to southern growing conditions are presented to visitors as they enter the property.

### **3) Herb Garden**

Herbs are generally appreciated for their culinary, medicinal, dye or other "useful" properties. In our garden, we are also concerned with the ornamental appeal of non-woody plants that possess herbal properties. Here you will find well-known herbs with well-known uses as well as see unusual varieties with obscure herbal histories. While some of the plants in this garden are well-known landscape favorites, others are important herbs that are not often used as landscape plants.

### **4) Le Jardin des Enfants (School & Children's Garden)**

Gardening projects for children in a school setting provide an extraordinary learning opportunity and their popularity continues to increase. The LSU AgCenter recently launched the Louisiana School Garden Initiative to provide a centralized location for school garden information. 'Le Jardin des Enfants' was developed to help build on that foundation by providing a training ground for educators and schools to meet this challenge.

Le Jardin des Enfants will provide Louisiana's educators a place to learn about gardening as well as educational and nutritional activities that tie a garden to the state curriculum. This model garden will also provide a location for youth related organizations and individual families to experience outdoor education focusing on vegetable, herb, and butterfly garden plantings. Activities will be tied to the Louisiana Grade Level Expectations (La GLE's).

The primary objectives of this garden are:

- To display different methods for building raised beds designated for vegetable, herb and butterfly gardens with a strong connection to learning outcomes.
- To conduct workshops for Louisiana teachers who would like to implement a school garden but need resources and knowledge.
- To evaluate the effectiveness of school gardens and educational programs.



The garden will also provide educational experiences for other groups, such as homeschoolers, children in after school programs or child care centers and families. All necessary materials for the activities are included in individual backpacks and will be available for checkout at the Ione Burden Conference Center. Teaching aids with instructions are available online.

The garden was made possible by grants from the Pennington Foundation and BlueCross/Blue Shield.

### **5) All-America Selections Display and Award Garden**

The AAS Display and Awards Garden is one of nearly 200 All-America Selections (AAS) facilities located across North America. All-America Selections is an independent, non-profit organization that tests new varieties then introduces only the best garden performers as AAS Winners. The AAS's mission is to promote new garden varieties with superior garden performance judged in impartial trials.

Here you'll find test plants that are not commercially available growing next to proven favorites for comparison purposes. This garden is a great place to visit to get a sneak preview at annuals that will be available the next year.

We incorporate a large variety of AAS and Louisiana Super Plants flowers, vegetables and herbs in our garden in order to educate the public about specific plant varieties that flourish in Louisiana's climate.

### **6) All-America Selections Trials Garden**

The AAS Annual Trials Garden is located across Interstate-10 (through the tunnel) in the Ornamental & Turf area and the AAS Vegetable Trials Garden is located in the Field and Fiber area. These gardens test plants from national and international plant breeders for evaluating their garden performance. Judging ranks varieties and when combined with companion gardens throughout the United States, winners are publicly released as All-America Selections Winners.

Independent AAS Judges determine the AAS Winners by judging and scoring the entries. The Judges score each entry and report their scores after the growing season for that variety. Judges are located in geographically diverse areas all over the U.S. and Canada. The AAS Judges determine which, if any, new, never-before-sold entries have proven superior qualities to be introduced as AAS Winners.

Judges look for significantly improved qualities such as earliness to bloom or harvest, disease or pest tolerance, novel colors or flavors, novel flower forms, total yield, length of flowering or harvest and overall performance.

The AAS Winners offer gardeners reliable new varieties that have proven their superior garden performance in Trial Gardens across North America, thus, the tagline of "Tested Nationally and Proven Locally®". When you purchase an AAS Winner, you know that it has been put through its paces by an independent, neutral trialing organization and has been judged by experts in their field. The AAS Winner label is like a stamp of approval.

### **7) Composting Display**

Different styles of compost bins are displayed with construction information, cost and the pros and cons of each.

### **8) The Vi (Vivian) and Hank (Henry) Stone Camellia Gardens**

A donation by the Stone family resulted in the transplanting and creation of an internationally acclaimed collection of camellias.

### **9) Rose Garden**

The 2-acre rose garden is one of 12 gardens nationally selected by the American Garden Rose Selections (AGRS) program to test rose varieties in a high humidity and hot weather growing environment. This program recognizes and recommends the best garden-worthy rose varieties for the various regions of the U.S. through testing and to provide objective and reliable information to the general public. Rose varieties will be evaluated for disease resistance, vigor, foliage attractiveness, plant habit, flowering, re-bloom habit, bloom form and attractiveness and fragrance. This new evaluation program replaces the long-standing All-America Rose Selections (AARS) program, which Burden has maintained over 25 years.

In preparation for this new program, the Botanic Gardens has renovated several beds in the rose garden to accommodate new plantings of some of the latest selections of ground cover and miniature roses, large shrub roses, floribundas and low maintenance hybrid teas. These selections include: Drift Series, Carefree Series, Veranda Collection, Kolorscape Series, Knock Out Series, Home Run Series, Easy Tea Series and American Garden Rose Selection entries.

### **10) Ginger Garden**

A diverse collection of ornamental gingers, ranging from ground-hugging Peacock Gingers (*Kaempferia*) to massive Shell (*Alpinia*) and Butterfly (*Hedychium*) gingers and many cultivars of Globba, *Cornukaempferia*, *Costus* and *Curcuma* provide colorfully patterned leaves and long-lasting flowers from mid-spring through fall. Complementing the garden are companion plantings of *Heliconias*, *Tricytis*, *Ligularia*, *Farfugium*, *Maranta* and *Asarum*.

### **11) Ione E. Burden Visitors & Conference Center Garden**

Ione E. Burden Conference Center may be rented for events.

### **12) Steele Burden Memorial Orangerie Garden**

Seasonal plantings provide year round interest for those renting the Orangerie for weddings, receptions and parties and for visitors taking a stroll throughout the LSU

AgCenter Botanic Gardens. The Steele Burden Memorial Orangerie may be rented for events.

### **13) Burden Woods – Trees and Trails**

**Burden Woods** is unique in as it is one of only a few bottomland hardwood forests accessible to the public. Oaks, Hickories, Sycamore and Black Gum comprise the predominate tree canopy.

Burden Woods composes approximately 150 of the 450 acres of green space at Burden. Trees and Trails is approximately five miles of pedestrian, recreational, and educational trails located in the Burden Woods. These trails provide a framework for nature experiences with interpretative signage and learning stations used by docent led Project Learning Tree, while at the same time accommodating the need of the general public for access to a safe environment designed to promote exercise and fitness.

Why is an urban woodlands like Burden Woods important to Baton Rouge and surrounding community? Some of the most important reasons are:

- Energy benefits such as reduced air conditioning, reduced ultraviolet light, cooling the air, reducing wind speed, improve air quality, absorb rainwater and carbon dioxide (greenhouse gas) and improve biodiversity.
- Economic benefits include increased land, property and rental value. Encourage commercial and public investments. Increase worker productivity, recruitment, retention and satisfaction.
- The social and medical benefits include counteracting the stress of city life, renewing vital energy and restoring attention and improving medical outcomes.

Hurricanes Katrina (2005) and Gustav (2010) destroyed a significant number of mature trees, opening the area to increased sunlight, resulting in an overabundance of undergrowth. Replanting with native trees is an ongoing process to regenerate this oasis of calm and tranquility in the heart of Baton Rouge. Through Arbor Day at Burden with our community partners we have:

- Planted over 1,000 trees in the last three years during the Arbor Day celebration.
- Taught the public about the trees they have planted.
- Educated citizens on the importance of an urban woodlands.
- Developed lifelong connections to the Burden Woods.

**Trees and Trails** is approximately 5 miles of winding trails through Burden Woods. The trails offer educational opportunities and a serene environment to explore nature and enjoy the outdoors. School classes, hikers, bird watchers, scout troops and other groups are welcome, as well as individuals and families.

In addition to self-guided walks, Trees and Trails provides docent-led educational opportunities for children in the fourth through eighth grades using the Project Learning Tree program, which is widely recognized as one of the premier environmental education programs in the world. Project Learning Tree provides students a fun learning experience in an environmental context. It correlates to national and state standards in science, social studies, language arts, math and other subjects – and strengthens their critical thinking, team building and problem solving skills.

#### **14) Windrush Gardens and Monroe Garden**

Strolling through Windrush Gardens, you will marvel at the majestic oaks and ancient crape myrtles that create a shady canopy over the numerous azaleas and camellias. Only gardens like these, which are isolated from urban areas with connections to an earlier time and place, can evoke such a sense of tranquility, peace and yearning for a simpler, less hectic lifestyle.

The semiformal garden areas include symmetrically designed beds, allees, open lawns and water features. European sculpture and garden ornamentation adorn these gardens. The garden areas provide intimacy, with each “room” offering a different design expression. A bonsai display is maintained by members of the Louisiana Bonsai Society.

Windrush Gardens and the Monroe Garden may be rented for events and for photography.

#### **15) Black Swamp Wetlands Environmental Area**

Once a part of the Mississippi River before levees were constructed, the Black Swamp, a part of Burden Woods, was part of a vast watershed. Now isolated from the River’s annual flooding cycle, it serves as a local watershed for rain events.

The Black Swamp name is derived from the tannins released from the Black Gum leaves that fall into the water and subsequently decompose, turning the water a black color.

#### **16) Food and Fiber Research Facility**

LSU AgCenter scientists conduct research in the areas of horticulture, agronomy, plant pathology, and sustainable agriculture.

Cover crops  
Vegetables  
Strawberries  
Sweet potatoes

#### **17) Greenhouses**

Poinsettia research is conducted from July to December. Ornamental and vegetable plant production provides plant materials for the Gardens and research plots.



### **18) Greenhouse Vegetables**

Hydroponically grown produce (tomatoes, cucumbers, peppers and eggplants) is grown for sales to benefit the Gardens.

### **18) Citrus Orchard**

Five satsuma varieties are tested for a cold hardiness research study. Harvest is sold from late September through November.

### **19) Barton Arboretum**

One day in the early 1990's shortly after the death of John Barton's wife, Scott Duchein Barton, Steele Burden, John Barton, Scott's daughter Annette Barton and Malcolm Tucker discussed things they could do to honor the life and memory of Scott Duchein Barton. During these discussions Steele had an inspiration for The Barton Arboretum. Development began and in 1994 the Barton Arboretum was born.

The site chosen for this project is located in the North West corner of Burden Center just north of the Rural Life Museum. Prior to hurricane Gustav this was a heavily wooded area with many trees and had always been referred to as the arboretum. The location provided a quite retreat from daily activities.

Live oak, cypress and pine trees, crepe myrtles and palmetto palms were planted on both sides of a circular drive. A pond was dug and the excavated soil was used to build the mounds. Steele Burden had a gazebo built on the edge of the pond which overlooks Louisiana iris plantings and native aquatic plants.

The James H. Wandersee Palmetto Walk was developed with educational stations detailing historical and botanical facts about this native plant.

In 2000, LSU AgCenter Chancellor Bill Richardson started memorializing live oaks in the Barton Arboretum for friends and dignitaries who over the years made significant contributions to the AgCenter.

### **20) Fruit and Pecan Orchard**

Production, disease resistance, varietal adaptability and fruit quality research is conducted for the following fruits and nuts: Rabbiteye Blueberry, Southern Highbush Blueberry, Mulberry, Apple, Pear, Fig, Muscadine Grape, Mayhaw, Persimmon, Paw Paw and Pecan.

### **21) Peach Orchard**

Production, disease resistance, varietal adaptability and fruit quality research is conducted on several varieties of peaches adapted to southern Louisiana. Harvest is sold late May to July.

## **Friends of the LSU AgCenter Botanic Gardens**

The LSU AgCenter Botanic Gardens is continuing to develop partners throughout the community that offer financial, in-kind and volunteer support for the care, maintenance, and development of the Gardens. This is accomplished employing a variety of creative, fun and educational venues like sponsoring trips, workshops, educational programs and other special events for the public.

- Burden Horticulture Society is the fundraising arm of the Gardens. The mission of BHS is to promote, support and expand the use of the LSU AgCenter Botanic Gardens at Burden through education, volunteerism and fundraising.
- Louisiana Master Gardener™ Extension Program provide hands-on volunteer effort by means of their annual plant sale and offer financial support for several of the Gardens' activities and volunteer for many of the special events conducted at the Gardens.
- Baton Rouge Camellia Society membership cultivate and maintain the Gardens' Camellia Collection, propagates and grafts camellias, and grows 200 named varieties (many of which are heirloom and hard to find) for public sale.
- American Herb Society – Baton Rouge Unit membership is in the planning stages of constructing an herb demonstration garden featuring native Louisiana herbs and culinary, medicinal, ornamental and historical herb varieties.
- Louisiana Bonsai Society membership maintains a display of bonsai in the Windrush Historical Gardens.
- Les Amies de Jardin is a dedicated cadre of volunteers that provide ongoing maintenance throughout all of the Gardens.
- Baton Rouge Rose Society membership assists with the Rose Garden

## **Public Events at LSU AgCenter Botanic Gardens**

The Gardens host a number of diverse venues for public participation, education and enjoyment. New events are being added yearly as the Gardens further develop and evolve. Selected events from our year round calendar include:

- Reflections in the Garden – a monthly gardening series by the Burden Horticulture Society
- Byzantine Icon Exhibit and Sale
- Arbor Day at Burden – plant a native tree and chart its growth over the years
- Brush with Burden – a juried Photography, Painting & Sculpture competition
- Bird Education Workshop
- Weed Walk
- Feast of Field Dinner in the Rose Garden
- Master Gardener Annual Plant Sale
- Story Time at Burden in Windrush Gardens
- Spring Sing in Windrush Gardens – Live Performances
- Photography Workshop
- School Gardening Workshops
- Garden Fest – outdoor gala featuring culinary and mixology arts, fruit & vegetable tastings, live music, and horticulture and gardening education
- Wine & Roses – Premier Fundraising Dinner and Auction
- Terrarium Workshop
- Poinsettia Open House and Sale
- Ornamental Pruning Demonstration
- Corn Maze, Hay Rides and Pumpkin Patch
- Project Learning Tree
- Envirothon
- Plant Societies Educational Meetings
- Weddings, Retreats, Corporate Events
- Summer Movie Nights
- Martini Madness

**LSU AgCenter Botanic Gardens Staff**  
**Telephone: (225) 763-3990**

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## **Part Four**

# **LSU AgCenter Botanic Gardens Volunteer Program**

## **The Volunteer Process**

Volunteers are an essential component to the success of the LSU AgCenter Botanic Gardens. Without the continued support from our volunteers, we would not be able to accomplish as much as we do.

All non-LSU AgCenter employees are considered Botanic Gardens Volunteers when working on the Burden Museum and Gardens property. This applies to all organizations considered as Friends of Burden.

To become a volunteer in the Gardens, prospective volunteers fill out an application form online or send their form to the Volunteer Coordinator. The information on this form helps us to determine your interests, experience, availability and goals you may want to achieve while volunteering in the Gardens.

All volunteer information is secure and considered confidential and will not be shared with outside interests. The Volunteer Coordinator will discuss a variety of volunteer opportunities with you to ensure the best fit of your interests and experience with the Gardens' needs. No volunteer will be turned down due to lack of experience.

### **Privacy Policy**

The information you submit through this online form is protected using Secure Sockets Layer (SSL) technology. This means that your information is encrypted as it travels between your computer and our volunteer database. This is the same technology used by banks to protect online banking services and online merchants to protect credit card information. Once your data reaches our volunteer database, it is protected by hardware firewalls, secure servers, database encryption, and other security measures.

### **Orientation**

All volunteers must attend a general orientation designed to provide you with a better understanding of the operations, programs and services, mission, history, and goals of the LSU AgCenter Botanic Gardens.

All volunteers are required to sign a Volunteer Waiver form and submit a Volunteer Application.

Training will be provided while “on the job” with continuing education opportunities offered especially to help you further develop your skills and talents throughout the season.

### **Volunteer Hours**

Volunteers are expected to commit to a minimum 4 hours per month or 20 hours a year in order to receive volunteer benefits. We realize that special situations arise for volunteers and we are flexible and can work with schedules.

Volunteers, who are part of a Friends of Burden organization, are required as a volunteer to maintain accurate time records using the online VolNet reporting system or by submission to the volunteer coordinator.

### **Scheduling Volunteer Time**

Volunteers are requested to schedule their time early in the month using the VolNet online volunteer system or by contacting the Volunteer Coordinator. Please keep in mind that the time you schedule to work in the Gardens should be considered as a commitment since staff must coordinate the efforts with that of the volunteers. Unavoidable absences must be reported as soon as possible by calling the Volunteer Coordinator.

### **As A Volunteer...what you can expect from LSU AgCenter Botanic Gardens**

- Treated as a co-worker.
- Given a suitable assignment.
- Provided with information about the Gardens, its staff and its programs.
- Provided with the necessary training and reference materials.
- Given continuing education on the job.
- Provided with guidance and direction from experienced staff.
- Appreciated and recognized by Burden staff and faculty.

### **As A Volunteer....what LSU AgCenter Botanic Gardens will expect of you**

- Complete a Volunteer Application.
- Complete the Volunteer Waiver.
- Attend a Volunteer Orientation.
- Participate in appropriate training programs for the duties performed.
- Plan a schedule with the Volunteer Coordinator and honor it.
- Call or email the Volunteer Coordinator if you are going to be late or absent.
- Record your volunteer effort using the VolNet online reporting system or by completing a time sheet before leaving to indicate the hours worked and task.
- Wear your name tag each time you work.
- Act in a professional, business-like manner.
- Maintain a positive, pleasant attitude.
- Comply with all LSU AgCenter policies found at:  
[\(www.lsuagcenter.com/en/administration/about\\_us/chancellors\\_office/Policy+Statements/\)](http://www.lsuagcenter.com/en/administration/about_us/chancellors_office/Policy+Statements/) and Botanic Gardens' policies.

### **Recruitment**

Volunteers will be recruited on a pro-active basis to broaden and expand the volunteer involvement. Volunteers will be recruited without regard to gender, handicap, age, race, or other condition. The sole qualification for volunteer recruitment will be suitability to perform a task on behalf of LSU AgCenter Botanical Gardens.

Volunteers under the age of 18 must have the written consent of a parent or legal guardian prior to volunteering. The volunteer services assigned to a minor will be performed in a non-hazardous environment. A responsible adult may be required to accompany the minor during the volunteer service.

### **Policies and Procedures for Garden Volunteers**

- Volunteer should understand the requirements of time and commitment and perform all duties to the best of his or her abilities.
- Volunteer must be at least 16 years of age.
- Volunteer will be interviewed by the volunteer coordinator and will be assigned to a mutually agreed upon placement.
- Volunteer must attend a general orientation session where one will receive and acknowledge receipt of the volunteer handbook. Volunteer must also submit a Volunteer Waiver and Volunteer Application (online or paper form).
- Volunteer should arrive promptly or notify the Volunteer Coordinator beforehand if circumstances prevent attendance at scheduled times.
- Volunteer must keep track of their hours worked and maintain accurate time records by signing in and out upon arrival and departure. The use of the online VolNet reporting system is encouraged for volunteer convenience.
- Volunteer must wear appropriate attire, and nametag when suitable, for job assignments.
- Only assigned tasks may be performed by volunteer.
- Volunteer must follow safety guidelines.
- Volunteer should maintain a professional attitude with staff, visitors and other volunteers.
- Should a situation arise which requires resolution with a staff person or fellow volunteer, every attempt should be made to handle the grievance informally by speaking openly with the person in question. Should further discussion be necessary, the complaint should be taken to the Volunteer Coordinator.
- Volunteer is not to take or give away any plant material without express permission from the Volunteer Coordinator.



- Volunteer may be terminated for failing to abide by the program policies and safety guidelines.
- Don't be afraid to ask questions or ask for help.
- Volunteer is encouraged to have fun and enjoy themselves.

### **Volunteer Office**

The Volunteer Office accommodates all LSU AgCenter Botanic Gardens volunteers. The Volunteer Office has:

- Restrooms
- First Aid Kit
- Fire Extinguisher
- Volunteer Sign In & Sign Out Time Sheets
- Refrigerator – to hold your drinks or lunch, space permitting
- Heat and Air conditioning
- Place to rest; chairs and table
- Lockers to store personal items (locks not supplied)
- Central location for all materials

### **Parking**

Volunteers should park at the Volunteer Office, Field Office, O&T Office or Windrush Gardens, whichever is most convenient to their volunteer activity.

### **Records Management**

Volunteers are responsible for signing in on arrival and signing out at the end of their shifts. This data documents the valuable contributions that volunteers make at the Gardens. Other data collected include dates of service, positions held, duties performed, other volunteer interest areas, and emergency contact information. Volunteers are responsible for submitting timely and accurate information online (VolNet) or to the Volunteer Coordinator.

### **Reporting Hours Worked**

Volunteer hours are recorded on a time sheet located at the Volunteer Office. At the beginning of a work session, make sure you are signing in on the appropriate space under your name under the volunteer program you are working in. Signing-in consists of the aforementioned checks, in addition to recording time volunteered. If you forget to sign in or out, please contact the Volunteer Coordinator by e-mail or by phone. Volunteer hours information is useful for recognition purposes and when providing information to potential funders.

### **Inclement Weather**

If for any reason you find yourself in doubt as to whether the Gardens are open or closed, please call (225) 763-3990.

**Restrooms**

Restrooms are located at the Volunteer Office, Field Office, Conference Center, O&T Office, Windrush Gardens and Orangerie.

**Smoking Policy**

Burden supports a smoke-free environment. No smoking is allowed in the buildings and when working with certain plants; smoking is discouraged on the grounds.

**Code of Conduct**

Volunteers are expected to uphold high standards that ensure the safety and well-being of the LSU AgCenter Botanic Gardens, its staff, volunteers and clients. Volunteers will uphold all individuals' rights to dignity, self-development and self-direction. Volunteers will accept supervision and support from LSU AgCenter staff while involved in the program. Volunteers will accept the responsibility to positively represent the LSU AgCenter during the tenure and duration of their volunteer engagement.

Volunteers will conduct themselves in a courteous, caring, responsible manner with focus on respect, trustworthiness, fairness, and good citizenship. Volunteers are expected to respect, adhere to and enforce the rules, policies and guidelines set forth by the LSU AgCenter and any programs that they are specifically assigned to.

For specific policy statements, please view at:

[www.lsuagcenter.com/en/administration/about\\_us/chancellors\\_office/Policy+Statements](http://www.lsuagcenter.com/en/administration/about_us/chancellors_office/Policy+Statements).

Volunteers should not commit unlawful acts and are expected to comply with equal opportunity and antidiscrimination laws. Volunteers will operate machinery, vehicles and other equipment, when applicable, in a responsible and safe manner. Volunteers are charged with performing their duties in a responsible and timely manner.

## **Safety Guidelines**

- Know the location of first aid kits.
- Know the location of fire extinguisher in volunteer office.
- Wear sunscreen.
- Bring a personal water bottle & drink plenty of fluids to prevent dehydration.
- Wear protective clothing (hats, work gloves, long-sleeved shirts, jeans) as safety and tasks dictate.
- Closed toe shoes must be worn while working.
- Volunteers are encouraged to have an up-to-date tetanus shot.
- Volunteers are encouraged to make the Volunteer Coordinator aware of any pertinent medical condition and to record on the Volunteer Application.
- Be aware of slippery surfaces. This includes the can yard, O&T greenhouse and algae covered or wet pathways in the Gardens.
- Use the appropriate and well-maintained tool for the job.
- Power tools cannot be used by volunteers without express permission from a volunteer coordinator.
- Be aware of changing weather conditions and seek indoor shelter if warranted.
- All tools and equipment are to be kept in clean and proper working condition. Volunteers are expected to return materials/tools used while on the job to the proper storage area.
- Personal property is the responsibility of the individual. Volunteers are encouraged to leave valuables at home or in the trunks of their cars.
- Use common sense and don't do anything you feel is unsafe.
- If evacuation is necessary, immediately proceed in an orderly fashion to the nearest building.
- If you are approached or observe a stranger or intruder, call the LSU Police (578-3231).

- If a snake is observed – leave it alone. Walk around the snake giving it a wide berth.
- Remain on identified paths. Do not venture into unmarked areas, overgrown areas, areas with water, or grassy areas. Be aware of your surrounding at all times for stinging and biting insects, ants, caterpillars, snakes and other wildlife.
- Poison Ivy grows on the ground and on tree trunks. Avoid touching unknown plant material. Remain on identified paths and trails.
- Do not be afraid to ask for help or ask questions.

### **Location of First Aid Kits**

A First Aid kit is located in the Conference Center, Field Office, Volunteer Office and Windrush Gardens Office. It contains supplies for the least serious injuries: band aids, first aid spray for burns, tweezers, and gauze. Only staff and volunteers have access to these supplies. A staff person must be notified and that person should assist the visitor (or volunteer). Any use of a first aid kit requires that a Botanic Gardens staff member be notified as soon as practical and within 12 hours from time of incident.

Only teachers and chaperones can administer medicine to students under their supervision.

### **Safety Procedures**

All accidents or injuries sustained by volunteers must be reported immediately to the Volunteer Coordinator or an LSU AgCenter employee. An Incident Report is required to be submitted within 12 hours of the medical emergency.

First aid kits are available to you and should be used for minor injuries.

For serious injuries, immediately call 911 and alert a Botanic Gardens staff member.

Emergency Contact: LSU Campus Police, (225) 578-3231

### **Call 911**

For serious medical emergencies, staff and volunteers should immediately call 911. Urgent medical care can save lives. It is not up to the staff or volunteer to evaluate the seriousness of the emergence, they should call for help immediately when they witness anyone in distress.

## **Volunteer Benefits**

There are many benefits to volunteering at the LSU AgCenter Botanic Gardens. Through volunteering, you can become a part of growing horticultural resource, have a variety of opportunities to meet new people and make new friends, experience and learn new things, receive practical hands-on experience, share interests and hobbies with others,

help disseminate horticultural information to others, work in a beautiful and stimulating environment, and make your community a better place in which to live. An added benefit is the personal satisfaction that comes with helping the LSU AgCenter Botanic Gardens fulfill its mission by providing valuable services and programs for school children, gardeners, nature enthusiasts, students and faculty, professional horticulturists, home owners, and others in the community.

- LSU AgCenter Botanic Gardens volunteer shirt (available for purchase)
- Yearly awards and ongoing recognition
- Hourly Benchmark awards for 100, 250 & 500 hours of service
- Volunteer of the Month
- Quarterly Newsletter
- Free admission to exciting events when volunteering for those events
- You will have opportunities to meet new people and make new friends
- Receive practical hands-on experience
- Share interests and hobbies with others
- Volunteer in a beautiful and stimulating environment
- Make your community a better place to live
- Participate in plant swapping
- Lockers available for use in Volunteer Office
- Use of the Horticultural Library
- LSU AgCenter Botanic Gardens volunteer name tag

## **Frequently Asked Questions**

**Q. Where do I go to do my job?**

A. Sign in and sign out each day in the volunteer office. You will make arrangements with the volunteer coordinator about where you will actually work on a regular basis.

**Q. Where do I park?**

A. Parking is allowed at the Volunteer Office, Field Office, O&T Office and Windrush Gardens Office.

**Q. I work Monday through Friday. Do you have volunteer opportunities on the weekend?**

A. Yes, some volunteer opportunities are available on the weekends and in the evening, but most are available only Monday through Friday, during daylight hours. A few opportunities may be performed by volunteers working in their home. Check with the volunteer coordinator for details.

**Q. How flexible will my volunteer schedule be?**

A. This depends on your volunteer assignment. Some positions require a regular schedule, while others are more loosely structured. Talk to the volunteer coordinator or staff member for more information. We are always willing to work with you to make your volunteer experience as pleasant as possible.

**Q. Can my volunteer hours count toward maintaining my Master Gardener certification?**

A. Yes. All volunteer efforts performed for the LSU AgCenter Botanic Gardens are sanctioned and approved for Master Gardener volunteer hours.

**Q. Do you have age restrictions on youth volunteers?**

A. Volunteers must be at least 16 years old.

**Q. What do I do if I'm sick or can't work my normally scheduled day for other reasons?**

A. Call the volunteer coordinator to let them know as soon as you know you won't be able to come in. If you need to call during non-business hours, there is an answering machine that can take your message.

**Q. What if I need a week or two off to vacation with my family?**

A. This is fine. Just let the volunteer coordinator know as far in advance as possible so they can plan around your absence.

**Q. What if the weather is bad? Do I report to work as usual?**

A. Volunteers should use their best judgment in deciding whether it is safe to travel when inclement weather occurs. If you feel it is too risky to drive, notify the volunteer coordinator that you will not be coming in. If you normally work outdoors, contact the

volunteer coordinator and suitable arrangements will be made. They may have some indoor or greenhouse work you can do if you so desire.

**Q. What do I do if I become sick or am injured while volunteering?**

A. Notify the volunteer coordinator or Botanic Gardens staff member you are working with as soon as is practically possible. In the event of an injury, it is required that you notify the volunteer coordinator or Botanic Gardens staff member immediately. The volunteer coordinator is required to have you fill out injury forms. Your health and safety are our first priority.

**Q. Whose tools do I use?**

A. The LSU AgCenter Botanic Gardens have a limited supply of tools. Volunteers are encouraged to bring their own hand tools but are welcome to use the Gardens' tools, if needed. Tools must be returned to their proper place when the volunteer is finished with them. Power tools may not be used by volunteers without permission from the Botanic Gardens staff member and must be used under their supervision.

**Q. Can I take home any plants or plant materials?**

A. No plant materials of any kind are to leave the premises without the express consent of the volunteer coordinator or staff member.

**Q. Can I be fired?**

A. As a volunteer, you can't technically be fired, but in the rare instance that a volunteer is exceptionally disruptive, uncooperative, or otherwise proves more damaging than helpful, they may be asked not to return. The volunteer experience is supposed to be a rewarding one for all involved, and you are encouraged to speak to the volunteer coordinator about any concerns you may have regarding your volunteer position before they become serious problems.

**Q. How much "authority" do I have in the garden when it comes to dealing with visitors?**

A. As an LSU AgCenter Botanic Gardens volunteer, you are an integral part of the Gardens and are authorized to care for and protect the Gardens' collection. You have the authority to ask visitors to discontinue any activity that is damaging to the collection or the structures in the Gardens. If you encounter a visitor who is doing something inappropriate, ask the visitor in a professional and non-confrontational way to stop. It is extremely rare to find someone behaving in a malicious manner, and most of the time, visitors simply don't realize they are damaging anything. Try to educate the offender(s) by telling them why it is important for them not to do what they are doing. If they refuse to stop, notify the volunteer coordinator immediately. If you are reluctant to approach the offending visitors for whatever reason, notify the volunteer coordinator or staff member.

## **Volunteer Opportunities**

Opportunities for volunteering at the LSU AgCenter Botanic Gardens include, but are not limited to, horticultural and non-horticultural placements, including educational, garden maintenance, plant propagation and production, clerical, volunteer management and public relations positions. The following information will give you an idea of the possibilities that await you.

### **Clerical**

Duties: A variety of opportunities exist such as aiding in mailings, data entry, program and class support, and general office support.

### **Compost Display Volunteer**

Duties: Provide the public with educational lectures and demonstrations about general compost practices at the compost site and other locations, as needed. Turn, water, and add materials to compost bins, as needed.

### **Garden Tour Guide Volunteer**

Duties: Orient and welcome visitors to Gardens. Provide site interpretation of display gardens, conduct guided tours at scheduled times and by appointment.

### **Garden Volunteer**

Duties: Include planting, weeding, pruning, mulching and general garden maintenance, including specialty gardens.

### **Greenhouse Volunteer**

Duties: Assist with the production of garden plants. Duties include sowing seeds, transplanting seedlings, taking cuttings, weeding, fertilizing and irrigating, mixing soil, etc.

### **Food and Fiber Volunteer**

Duties: Assist with the planting, recording, pruning and harvest of research plantings.

### **Speakers Bureau Volunteer**

Duties: Present informative slide programs to organizations and groups about the LSU AgCenter Botanic Gardens and specific horticultural topics.

### **Special Events Volunteer**

Duties: Assist in whatever ways are needed for annual special events such as Garden Fest, Harvest Days and Corn Maze, Brush with Burden, Annual Plant Sale, etc. Duties may include moving tables, managing booths, greeting visitors, distributing refreshments and literature, or do whatever is needed during special events in the Gardens.





## Burden Volunteer Application Form

Please complete this application form if you are interested in becoming a Burden volunteer. Once you complete the form, click the 'Continue' button at the bottom (online). Please print legibility.

### Name and Address

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: (Please circle)                      Dr.                      Mr.                      Mrs.                      Ms.

Street: \_\_\_\_\_

City: \_\_\_\_\_ Apt # \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

### Additional Information: (please circle)

Gender:    M    F

T-Shirt Size:                      S                      M                      L                      XL                      XXL

Age Group:                                      Under 18                                      18 to 65                                      Over 65

### Student Information:

Enter the School or College you attend: \_\_\_\_\_

### Affiliations:

We like to keep volunteers informed of important news, schedules, and volunteer opportunities by email. Use the checkboxes below to select your affiliations.

- |  |  |
|--|--|
| <input type="checkbox"/> BR Camellia Society       | <input type="checkbox"/> BR Herb Society             |
| <input type="checkbox"/> BR Rose Society           | <input type="checkbox"/> Burden Horticulture Society |
| <input type="checkbox"/> Les Amies de Jardin       | <input type="checkbox"/> Louisiana Bonsai Society    |
| <input type="checkbox"/> Louisiana Master Gardener | <input type="checkbox"/> Other                       |
| <input type="checkbox"/> Rural Life Museum Docents | <input type="checkbox"/> Rural Life Museum Friends   |

**Volunteer Interest Areas:**

Please check all volunteer areas that interest you. Assignment Preference:

- |  |   |
|--|---|
| <input type="checkbox"/> AAS Garden Maintenance              | <input type="checkbox"/> Children's Garden Tours            |
| <input type="checkbox"/> BHS Administration                  | <input type="checkbox"/> Entrance Garden Maintenance        |
| <input type="checkbox"/> BHS Arbor Day                       | <input type="checkbox"/> Food & Fiber Harvesting Fruits     |
| <input type="checkbox"/> BHS Board                           | <input type="checkbox"/> Food & Fiber Harvesting Vegetables |
| <input type="checkbox"/> BHS Brush with Burden               | <input type="checkbox"/> Food & Fiber Pruning Peaches       |
| <input type="checkbox"/> BHS Corn Maze                       | <input type="checkbox"/> Ginger Garden Maintenance          |
| <input type="checkbox"/> BHS Music in Garden                 | <input type="checkbox"/> Herb Garden                        |
| <input type="checkbox"/> BHS Project Learning Tree           | <input type="checkbox"/> LMB Board                          |
| <input type="checkbox"/> BHS Reflections in the Garden       | <input type="checkbox"/> LMG Monthly Meetings               |
| <input type="checkbox"/> BHS Volunteer Luncheon              | <input type="checkbox"/> LMG Plant Makers                   |
| <input type="checkbox"/> BHS Wine and Roses                  | <input type="checkbox"/> LMG Plant Sale Week and Week-end   |
| <input type="checkbox"/> Burden Garden Festival              | <input type="checkbox"/> LMG Workshops                      |
| <input type="checkbox"/> Burden Hydroponic Tomato Production | <input type="checkbox"/> O & T Maintenance                  |
| <input type="checkbox"/> Burden Poinsettia Plant Sale        | <input type="checkbox"/> Orangerie Garden Maintenance       |
| <input type="checkbox"/> Camellia Garden Maintenance         | <input type="checkbox"/> Rose Garden Maintenance            |
| <input type="checkbox"/> Camellia Grafting Workshop          | <input type="checkbox"/> Windrush Bonsai                    |
| <input type="checkbox"/> Camellia Plant Production           | <input type="checkbox"/> Windrush Garden Maintenance        |
| <input type="checkbox"/> Children's Garden Maintenance       | <input type="checkbox"/> Windrush Monroe Garden Maintenance |

**Emergency Contacts:**

	1		2
First Name:	_____	First Name:	_____
Last Name:	_____	Last Name:	_____
Home Phone:	_____	Home Phone:	_____
Work Phone:	_____	Work Phone:	_____
Cell Phone:	_____	Cell Phone:	_____
Email address:	_____	Email address:	_____
Relationship:	_____	Relationship:	_____

**Online Volunteer Reporting using VicNet**

VicNet allows you to access your personal information, volunteer records and to schedule volunteer activities.

Your "login name" is your email address.

You may change your password by clicking on your "VicNet" tab.

Please enter a password that:

- Is between 6 and 30 characters long

Password: \_\_\_\_\_

Confirm password: \_\_\_\_\_

## **Privacy Policy**

All volunteer information is secure and considered confidential and will not be shared with outside interests. The information you submit online is protected using Secure Sockets Layer (SSL) technology. This means that your information is encrypted as it travels between your computer and our volunteer database. This is the same technology used by banks to protect online banking services and online merchants to protect credit card information. Once your data reaches our volunteer database, it is protected by hardware firewalls, secure servers, database encryption, and other security measures.

## LSU AgCenter Botanic Gardens Volunteer Waiver

I certify that I am offering my services to the LSU AgCenter Botanic Gardens on a volunteer basis.

I understand that I will receive no pay, benefits or other privileges of employment of any kind for my services.

I further understand that I am not eligible for worker's compensation benefits if I am injured or become ill as a result of my volunteer work, and I am not eligible for unemployment compensation benefits when my volunteer assignment ends.

I also certify that I have not been promised and have no expectation that I will receive a paid position as a result of my volunteer work.

I am not employed by the State of Louisiana, the LSU A&M System, LSU AgCenter or any other public entity, and I am performing the proposed volunteer work for civic, charitable or humanitarian reasons.

**If Volunteer is Over Age 18 and above:**      **If Volunteer is Age 16 to 18:**

\_\_\_\_\_  
Volunteer's Full Name (Print)

\_\_\_\_\_  
Volunteer's Full Name (Print)

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

## **Reporting Volunteer Activity**

Welcome to the Volunteer Information Center of **VicNet**  
**Volunteer Information Center (using the InterNet)**

This new online feature gives you an easy way to keep-in-touch with the volunteer program. You can check your schedule, post your volunteer service, receive messages, and much more: anytime, and from any Internet connected computer.

VicNet allows you to...

- View and manage your volunteer schedules
- Sign-up for vacant schedule openings
- Print your schedules
- Keep your personal information up-to-date
- Post your hours
- Receive news and messages from the volunteer office
- Check your service records, and print your own service reports
- Change your VicNet passwords

VicNet is accessible only by authorized volunteers and coordinators. VicNet uses the same level of Internet security as Volgistics. Volunteers login to VicNet using a login name (your email address registered with Volgistics) and password, and they can see only their own information.

## **Training Video for VicNet**

Most media players (including *Windows Media Player* and *VLC Media Player* will be able to play this video.

*“How to Use VicNet with Calendar View and Time Sheet” (5:46)*

<http://www.volgistics.com/videos/HT1148A.htm>

## **How VicNet Works**

Volunteers get to VicNet online through the LSU AgCenter Botanic Gardens at Burden website – <http://www.lsuagcenter.com> (Botanic Gardens link).

There's no software to install on your computer.

## LSU AgCenter Botanic Gardens Volunteer Timesheet

Name (print) \_\_\_\_\_

Day of Week	Date	Start Time	Stop Time	Total Daily Hours	Task or Activity