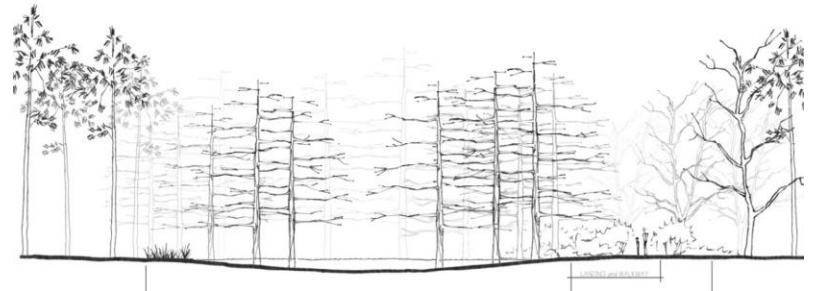
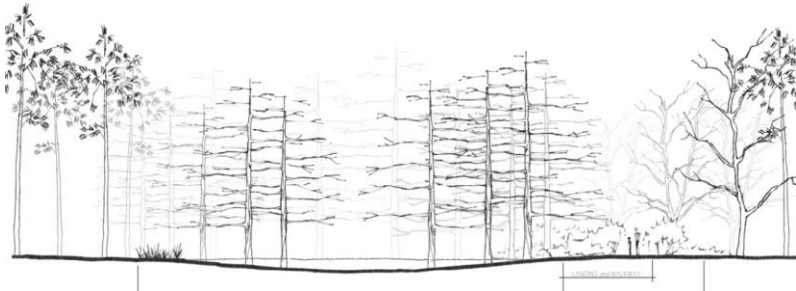
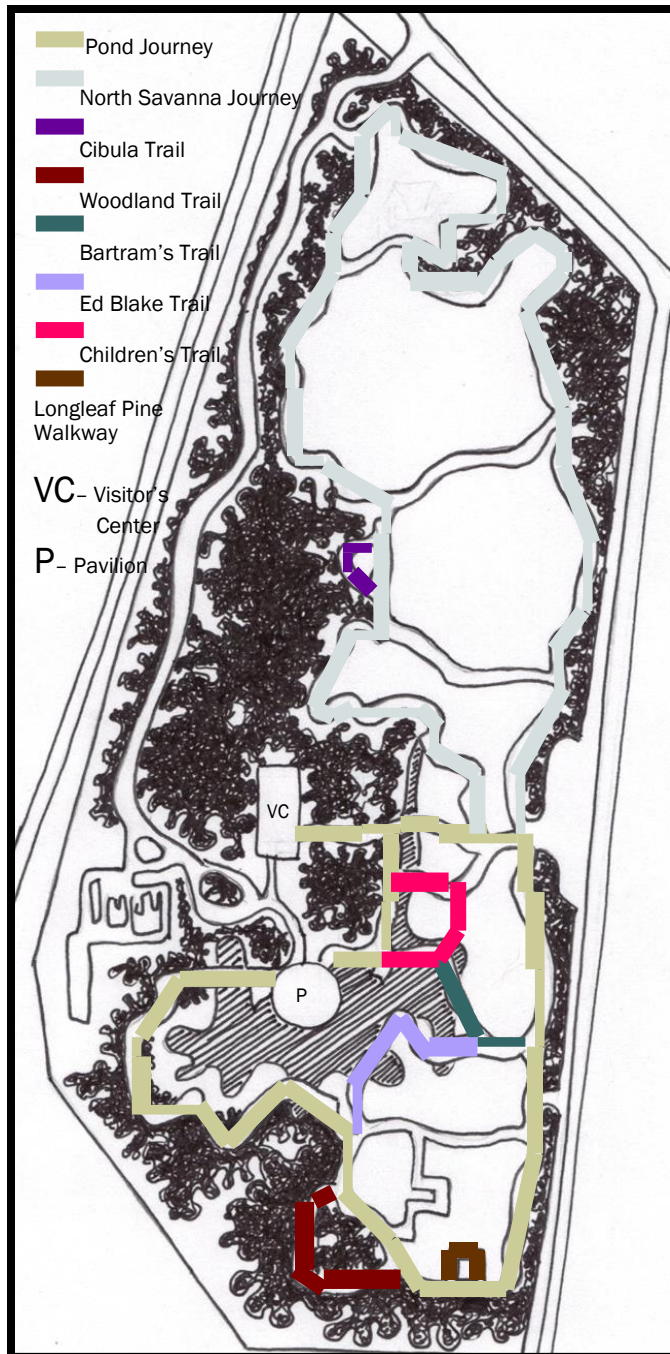


Mississippi State University

# CROSBY ARBORETUM VOLUNTEER HANDBOOK

---





## Volunteer Notes:

## Volunteer Ideas:

Crosby Arboretum Volunteers always have good ideas. If you ever have anything you would like to do or if you have any program ideas, just write them here and either come to a volunteer meeting, call or come by and tell us about them. We look forward to your participation.

## Table of Contents:

Crosby Arboretum Map .....	2
Welcome Message.....	4
Crosby Arboretum Mission Statement.....	5
General Information.....	5
Volunteer Guidelines.....	6
Volunteer Benefits.....	6
Contact with Visitors.....	6
Examples of Volunteer Opportunities.....	7-8
Crosby Arboretum Directions.....	9

## Helpful Information About The Crosby Arboretum:

- The Crosby Arboretum is a not-for-profit institution dedicated to educating the public about their environment.
- Pinecote Pavilion, built by renowned architect E. Fay Jones, is a Mississippi Landmark.
- 64 Acres of Landscape Journeys
- Woodland, Savanna and Aquatic Exhibits
- Pitcher Plant Bog
- Educational Programs and Activities
- Family Festivals
- Guided and Self-Guided Tours
- Arboretum Gift Shop
- Pinecote Pavilion Rental Opportunities

## Welcome to the Crosby Arboretum

Welcome to the Crosby Arboretum Volunteer program. The Crosby Arboretum is one of South Mississippi's environmental jewels. It is a place of tranquility and beauty as well as a home to collections of scientifically documented trees and shrubs. Volunteering here is a great way to meet new friends, increase your horticultural knowledge, and help maintain and enhance this great Arboretum. All you need is a general willingness to help out, and the Arboretum will find a special place for you.

You are joining a dedicated group of individuals who volunteer their time and talent to help make the Crosby Arboretum an exciting and educational experience for the thousands of visitors we have each year. We hope to provide you with a challenging and rewarding experience, one that benefits you, the Arboretum and our visitors. As a volunteer you play an important role in the overall mission of the Arboretum.

This Volunteer Handbook is designed to acquaint you with our volunteer program and to serve as a reference for your future use. It provides a brief overview of the Arboretum, describes some of the opportunities and benefits for volunteers, sets out official policies governing volunteer activities, and gives you important and useful information that will assist you with your volunteer experience. Please read it, keep it, and refer to it as questions arise.

I want to personally thank you for choosing to volunteer your time, energy and talents with us. I have always enjoyed gardening and working with plants and I am confident that you will have a fun and rewarding experience here at the Crosby Arboretum. I will be here to assist you any way I can. Please feel free to contact me at any time.

Warm Regards,

Jill Mirkovich, Volunteer Coordinator

601-799-2311, x105\_

[jes787@msstate.edu](mailto:jes787@msstate.edu)

## Direction to Crosby Arboretum:

- From New Orleans, LA: Take I-10 east for 31 miles and I-59 north for 16 miles (will cross into MS) to Exit 4, Picayune/Kiln. Bear right onto MS-43 south and at the first light, take a right on Frontage Road. Next, take an immediate right onto Ridge Road. Next, take an immediate right onto Ridge Road and follow for 1.2 miles to Crosby Arboretum.
- From Hattiesburg, MS: Take I-59 south for 56 miles to Exit 4, Picayune/Kiln. Turn left at the light onto MS-43 south followed by a right at the second light onto Frontage Road. Next, take an immediate right onto Ridge Road and follow for 1.2 miles to the Crosby Arboretum.
- From the Mississippi Gulf Coast: Take I-10 west for 33 miles to I-59 north for 16 miles to Exit 4, Picayune/Kiln. Bear right onto MS-43 south and at the first light, take a right onto Frontage Road. Next, take an immediate right onto Ridge road and follow for 1.2 miles to the Crosby Arboretum.



## In Conclusion:

We hope that this manual will be a help to new and old volunteers alike. We look forward to having you join the Crosby Arboretum family. Ask questions. Enjoy your time here! Please, never hesitate to tell staff if you have any problems with anything or anyone. If you ever see a way that we can improve something, tell a staff member. We value your information. You are the most important people at Crosby Arboretum. Without your valuable contributions of time, education and talent we would flounder. Keep up the incredible work.

**Cleaning decks and bridges.**

This is a job for anyone skilled in using a pressure washer. This keeps walkable areas safe for visitors.

**Membership Mailings** require stuffing envelopes, labeling envelopes and using postage meter. (Dec/Jan)

**News Journal Mailings** require only labeling and postage. This is a quarterly mailing.

**Man The Ticket**

**Booth!** Be the face of Crosby Arboretum. Greet visitors, take admission and give directions.

**Special Event Parking!!!**

**Information Wall Upkeep!** This is entail making copies of informational hand-outs for the general public.

**Fundraising!**

**Exhibitor Tables** for large events. We have lots of information and interactive ways of educating the public. Volunteers are a great asset at event tables such as Wildlife Day at such tables.

**Cleaning and Painting Front and Back Gates** should be done on a yearly basis to keep them fresh and pretty.

**Annual Appeal Mailings** require stuffing envelopes, labeling envelopes and using postage meter. (Nov)

**Scrapbooking Newspaper Clippings**

**School Mailings** requires stuffing envelopes, labeling envelopes and postage. This is done last week in Aug or first week in Sept.

**Assisting Exhibitors for Special Events!**

**Volunteer Meetings!** These are usually the first Saturday of each month from September to May. No summer meetings.

**Arboretum Promotion** requires volunteers to distribute informational flyers around town about upcoming events and opportunities.

**Filling Fish Food Bags!****Arboretum Mission Statement**

The Crosby Arboretum, Mississippi State University Extension Service, is dedicated to educating the public about their environment. This mission is carried out by preserving, protecting and displaying plants native to the Pearl River Drainage Basin, offering guided tours to educate the public on habitat preservation and restoration, holding native plant sales to encourage preservation, educating youth with programs such as Wildlife Day and offering a variety of seminars to educate adults about ecology, horticulture and other life science based fields. Crosby Arboretum offers environmental and botanical research opportunities at its various sites scattered throughout Pearl River, Hancock, Forrest and Lamar Counties. Crosby Arboretum strives to offer many cultural, educational, scientific and recreational programs for a community of all ages to learn from and enjoy.

**General Information**

Crosby Arboretum Staff Members:

Director, Pat Drackett

Senior Curator, Jill Mirkovich

Customer Service/Memberships, Sherri Lowe

Customer Service, Kim Johnson

Maintenance Technician/Burn Manager, Terry Johnson

Maintenance Technician, Jarrett Hurlston

Crosby Arboretum Hours:

Open Wednesday through Sunday from 9 am to 5 pm Closed Mondays and Tuesdays, Thanksgiving, Christmas Eve/ Day and News Year's Eve/Day

Crosby Arboretum Admission:

Adults \$5; Seniors/Military \$4; Children under 12; \$2; Members FREE

Mississippi State University complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of age, color, national origin, race, religion, sex, handicap or status as a veteran or disabled veteran.

## Volunteer Guidelines

These are a few guidelines to make your volunteer experience enjoyable. Volunteers need to wear weather appropriate clothing while working on site. Remember to sign in/out at the Information Center. The sign in/out calendar is on the counter in Jill Mirkovich's office. Volunteer hours are recorded and used for possible grant opportunities. Be careful working outside. If you are working unsupervised, make sure that you take plenty of breaks to hydrate yourself and cool off. The same goes for cold weather when you need to stay warm. The most important thing is to enjoy yourself and stay safe.

## Volunteer Benefits

- The greatest reward of volunteering is the immense satisfaction that comes from doing something worthwhile.
- Invitations to other activities, such as potlucks.
- Information on upcoming training sessions and special events through your monthly volunteer newsletter.
- A 10% discount in the Arboretum gift shop.
- Opportunities for increasing your knowledge of natural science and horticulture.
- Opportunity to meet and work with a group of people who share a common interest and goal.
- It's FUN! You'll truly enjoy the time you spend at the Crosby Arboretum.

## Contact With Visitors

- **Questions:** If you are asked a question by visitors, please respond in a friendly and polite manner and answer the question if you are able. It's okay to say 'I don't know'. It would then be a good idea to refer the visitor to a staff member at the Information Center. Please take the time to study all materials given to you. They will help you to become a more knowledgeable volunteer.
- **Visitor Problems:** Common visitor problems might include lost or found items, accidents, such as bee stings or falls, etc. The best thing to do is escort the individual, being assisted, to the Information Center to speak to a staff member. Explain the problem to them and they can take care of it.
- **Grounds/Facility Problems:** If you notice a problem in the facility or on the grounds, or if a visitor reports a problem to you that they observed (such as overflowing toilet, an obstacle in the trail or a visitor in need), please report the situation to a staff member. Also, if you observe a guest doing something we prohibit, do not confront them. Find a staff member. Be safe.

## Volunteer Opportunities at Crosby Arboretum

### **Tour Guides are NEEDED!**

Information is available for you to study in order to be comfortable and informed.

**Garden Docents** in the Children's Garden as well as pruning the site. An educated gardener would be an ideal candidate for this position.

**Greenhouse assistants** would be helpful in keeping the greenhouse area clean of debris and taking care of plants being grown for future plant sales.

**Lectures:** this could involve taking lecture admission or simply manning a membership table in order to promote membership.

**Office Assistant** opportunities available. This would involve general office duties such as mailings, making copies, answering phones, etc.

**FREE WEEDS!! COME PICK ALL YOU WANT!!**

**Setups for Plant Sales:** Come label and arrange plants for our four annual plant sales each year. This is usually done a couple days before the actual sale.

Come **Propagate Plants** in the greenhouse. These could be used to sell in future plant sales or for fundraisers.

**Education assistants** are needed to assist in children's programs throughout the year and during summer day camp.

**Horticultural tasks** abound. There are many basic tasks such as weeding potted plants to planting trees in exhibits.

**Plant Sales** require plenty of volunteer help assisting customers with plant selection and information. As well as assisting staff with prices.

**Library Assistant Wanted!** Work and enjoy a great collection of books.

## **Raking & Pruning!!**

**Cleaning Signposts** help visitors to better read the information about the Arboretum that are distributed throughout the site.

**Setups for Special Events:** Come help staff members set up tables, tents, chairs, etc. before large events.

**Work in the Children's Garden!!!**