

DUBUQUE ARBORETUM AND BOTANICAL GARDENS

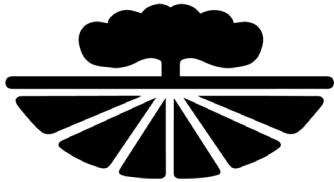
Community Service Policy

The Dubuque Arboretum and Botanical Gardens (hereafter the "Arboretum") have developed the following Community Service Policy for community hours completed on-site at the Arboretum.

1. No illegal behavior on the grounds of the Arboretum will be tolerated. Community Service volunteers shall obey all local, county, state, and federal laws as well as all policies and rules of the Arboretum. Individuals who violate any of the foregoing may be subject to removal from the Arboretum and in its sole discretion as well as prosecution as applicable.
2. All Arboretum policies, rules, and regulations are incorporated herein by reference as a part of this Community Service Policy.
3. Community service volunteers must exercise good judgment and behave appropriately when on the grounds. Individuals must not engage in loud or obnoxious behavior, or foul language, and must be respectful of other visitors and all Arboretum property.
4. Community service volunteers must report breakage or property damage of any kind to the Arboretum immediately.
5. Flowers, plants, and trees may not be taken or damaged.
6. Surveillance cameras are in use in the buildings and on the grounds.
7. Community service volunteers are not allowed to be on their cell phones while completing their court-ordered hours. However, one may utilize their cell phone to make a phone call for their ride after completing their assigned hours for the day.
8. Do not leave your work site without permission from your direct supervisor. Failure to gain permission will result in additional hours of community service.
9. Please dress appropriately for the working conditions you will be expected to work in.
10. If you are unable to arrive at the day/time of your scheduled hours, contact the Arboretum office and let them know of your schedule change. A change in schedule does not result in completed hours, but hours that have not yet been fulfilled.

If you have any questions, please submit an email through the contact page on our website or call the office.

563-556-2100 – dubuquearboretum.net
3800 Arboretum Drive – Dubuque, Iowa 52001
10/18/22



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11. You are entitled to a 30-minute lunch break (that does not count as community service hours). Make sure to bring a drink and food to eat during this time. Other breaks may be permitted based on approval from the site supervisor.
12. Valid driver's license permits one to utilize Arboretum work carts for assignment purposes as needed and approved by the site supervisor.
13. Service dogs are welcome, but all other pets should be left at home.
14. The use of tobacco or illegal drugs is prohibited in the buildings and on the grounds.
15. Community service volunteers may not drink alcoholic beverages or arrive intoxicated while on duty.
16. It is not safe to climb trees, throw rocks, or enter the water features.
17. Skateboards, rollerblades, scooters, and hoverboards are not allowed. Bicycles may not be ridden on the walking paths.
18. With the agreement of the Community Service Policy the volunteer is agreeing to abide by the rules in this policy and agrees that all submitted documents and information are accurate and true.
19. All Community Service Volunteers enjoy the facilities and the grounds at their own risk and release the Dubuque Arboretum & Botanical Gardens staff and volunteers from any and all claims of loss, damage, or injury incurred while visiting.

Thank you for choosing the Dubuque Arboretum & Botanical Gardens for completing your community service hours.

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