

**SCOTT ARBORETUM SELECTIONS –FALL SALE
Volunteer Job Description**

Woodies Chair

The Woodies Chair assists in selecting an appropriate number and species of woodies to be sold at the plant sale. The Chair will select a Vice-Chair and a committee to assist with grooming, labeling, display and selling woodies before and during the sale.

- Submit wish-list of woody plants to Curator by 6/1/19. (Curator will do the actual ordering of the woodies).
- ~~After plants are selected, assist the Education Committee with:~~
 - ~~Photographing the selected plants;~~
 - ~~Writing and proofreading the cultural cards.~~
- Line up a committee of volunteers for:
 - Sale set-up (to work in shifts – grooming, labeling, and displaying the plants once they have been delivered);
 - One person should be specifically designated to water the plants during the pre-sale and the sale.
- During sale set-up and prior to any deliveries, designate places in alphabetical order for each species, according to the sizes and number ordered;
 - Use directional arrows as needed to direct shoppers;
 - Place metal stakes through table slots to hold the bench cards;
 - ~~Recheck information on the cards.~~
- Plant deliveries:
 - Help check-in woodies as they are delivered; (the Curator will lead the off-loading of plants from trucks and will also verify the exact numbers of plant delivered).
- Labeling/staging process:
 - Curator will provide inventory list to be followed when processing/labeling plants;
 - Verify quantities received;
 - Report discrepancies to Curator;
 - Remove unwanted nursery labels;
 - Attach our computerized labels as per instructions (report any label shortage/errors to Curator);
 - Arrange plants according to the alphabetically designated areas;

- Install bench cards;
- Groom plants if necessary.
- During the sale:
 - Refer customers with questions to the Plant Experts;
 - Supervise grooming, tidying the rows and watering of plants.
- Inventories:
 - Take beginning and an ending inventory;
 - Submit data to Curator and IF Chair.
- End of sale:
 - Collect bench cards and stakes; return them to the Education Chair (in alphabetical order);
 - Help load carts trucks and return unsold plants to the Arboretum growing area.

GENERAL EXPECTATIONS:

- Attend all general Fall Sale meetings with staff and other committee chairs (typically two prior to the event and one following).
- Reach out to individuals who have expressed an interest in serving on your committee as relayed to you by staff or Volunteer Coordinator.
- ~~● Assist with the development of the budget based on your committee needs and function and/or work within the budget parameters.~~
- For any purchases made on behalf of the Fall Sale, submit receipts on completed expense reimbursement form.
- Submit final report by deadline requested to document committee efforts.
- Send thank you notes to volunteers serving on your committee (cards and envelopes supplied by Arboretum).