



University of California
Hansen Agricultural Center



HANSEN VOLUNTEER HANDBOOK



February 2008

University of California Hansen Agricultural Center
14292 West Telegraph Road, Santa Paula, California 93060
(Corner of Briggs and Telegraph Roads)
805.525.9293
<http://uchansentrust.org>

**UC Hansen Agricultural Center
Hansen Volunteer Program
Volunteer Handbook**

Updated February 2008

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Welcome Message

Welcome to the University of California (UC) Hansen Agricultural Center (HAC). Thank you for volunteering your time and sharing your talents. We are delighted to have you join our vital work. UC recognizes the importance of volunteers in providing a quality experience for visitors to this site, in extending knowledge to the community, and in assisting us in accomplishing our primary mission of research and education. As a volunteer, you represent UC HAC. Because you are the community's link with the University, we would like you to become familiar with our history, volunteer policies and procedures, and the variety of programs we offer at this site. This handbook outlines our philosophy, our mission, and opportunities for service at HAC.

Because many of our programs are volunteer-driven, you are a vital part of our success. We are grateful to our volunteers for their support and efforts. We strive to create an environment that is stimulating, rewarding and mutually beneficial. It is our hope that your association with HAC is enjoyable, productive and worthwhile.

We are pleased that you are joining our Hansen Volunteer team, and look forward to supporting your efforts.

Sincerely,

The UC Hansen Agricultural Center Staff

Hansen Volunteer Program Mission Statement

The purpose of the University of California Hansen Volunteers is to support programs and projects of the UC Hansen Trust. The mission of the UC Hansen Trust is to sustain agriculture in Ventura County through research and education.

The UC Hansen Trust: Mission, Goals and History

Mission of the UC Hansen Trust

To sustain agriculture in Ventura County through research and education and to benefit the community as a whole.

Goals of the UC Hansen Trust

The goals of the UC Hansen Trust are to:

1. Enhance the economic viability of agriculture to sustain agriculture's contribution to a healthy Ventura County;
2. Increase the public understanding and support of agriculture, including the relationship of agriculture to the economy and the natural resource base; and
3. Encourage the study, discussion and debate of agricultural issues for better policy decisions and achieving balance among competing interests.

History of the UC Hansen Trust

In 1993, Thelma Hansen, the daughter of a local farming family, enabled the creation of the UC Hansen Trust by endowing a generous portion of her estate to the University of California. Her intent was to support research and education programs that would sustain agriculture in Ventura County. A farmer herself, Thelma Hansen was the last of John C. Hansen family, which farmed in Saticoy. Ms. Hansen was also a UC alumna. In 1997, the Hansen Trust purchased the historical Faulkner Farm, now known as the UC HAC. UC HAC at the Faulkner Farm refers to the site; the UC Hansen Trust is the funding source that operates the site.

The UC Hansen Trust is a restricted endowment given to the UC's Division of Agricultural and Natural Resources (UC ANR). UC ANR operates under the auspices of UC's Office of the President, and is affiliated with UC's three agricultural campuses: UC Davis, UC Riverside, and UC Berkeley. ANR operates UC's Cooperative Extension (UCCE), which offers programs at this site. UCCE offers the community access to University programs primarily in the areas of agriculture and natural resources; environmental horticulture (including home gardening programs through the Master Gardeners); nutrition, family, and consumer science; and youth development (4-H). UCCE's purpose is to help groups and individuals solve problems and issues and to enrich their lives through educational programs, and to disseminate useful science-based research and information. With its agricultural and educational resources, UC HAC plays a vital role in helping UC ANR and UCCE in accomplishing their public education mission. Complete information about Cooperative Extension and local programs offered at this site (including Master Gardener and 4-H) are included in the appendix, and are available at our website: <http://ceventura.ucdavis.edu>

The UC Hansen Agricultural Center (HAC) is funded by the UC Hansen Trust, and is located on the grounds of the historic 27-acre Faulkner Farm in Santa Paula. UC HAC serves as an agricultural research and education center for UC and its collaborative efforts in Ventura County. We offer educational programs for youth, educators, home gardeners, agriculturalists, and community audiences at this site. With its location on this historic site, UC HAC links us to Ventura County's rich agricultural heritage, while it also directs us toward the future, serving as a site of innovative agricultural research and educational efforts that keep agriculture sustainable in Ventura County. The work of the UC Hansen Trust is guided by the Hansen Advisory Board, a group comprised of representatives from agriculture, education, the business community, and UC.

History of the Faulkner House and Property

In 1879 George W. and Rhoda S. Faulkner purchased 150 acres in the Santa Clara Valley for \$40 an acre. The 150 acres were divided among their three children around 1910, and descendants of the family continued to live on all three portions of the original ranch. The present Faulkner Farm, which contains the house and the large barn (which was built in 1886, prior the construction of the house), is located on 27- acres.

The Faulkner House was built in 1894. The architects were Herman Anlauf and Franklin Ward. The stone mason was George Nowak. Mr. Faulkner and Mr. Herman Anlauf were the head builders.

The exterior is a typical Queen Anne architecture. As you approach the beautiful double front doors your eyes are quickly attracted to the intricate cooper-set glass panes and transom. It is said that there are over 500 pieces of glass. You can see the finial point tower, pressed tin siding, fish scale shingles, embellishments, plaster decorative motifs in gables, cozy balconies, wood detailing, lathing dowering, corner moldings, as well as sweeping front porch with open-work railings.

Four levels in the house contain a full basement, main floor, second floor and full attic. There were seven bedrooms and two baths. These bathrooms were built before most homes even had indoor plumbing. Mr. Faulkner had great forethought in that he had the house wired before electricity and gas utilities were available. Thus he was ready when utilities arrived.

Built in 1886, the large barn was used for horses, farm equipment and hay storage in the upper level. It now serves as a rustic setting for agriculture-related meetings and events. The large red barn underwent extensive renovation in 2005, including a new roof, foundation and earthquake retrofitting.

In 1982, the vintage-looking small barn was built for a Budweiser television commercial. Currently, it is used as a classroom for lectures, meetings, and demonstrations that help foster agricultural literacy in Ventura County.

The Faulkner Farm has been continuously farmed since 1879. The property was designated Ventura County Historical Landmark, No. 1 in 1968, and is listed on the National Registry of Historic Places.

Hansen Volunteers receive a special tour regarding the historical aspects of the UC HAC property.



Our Principles of Community

UC HAC volunteers are part of the University of California, and are expected to abide by the University's Principles of Community:

The University of California (UC) is first and foremost an institution of learning and teaching, committed to serving the needs of society. Our UC community reflects and is a part of a society comprising all races, creeds and social circumstances. The successful conduct of the University's affairs requires that every member of the University community acknowledge and practice the following basic principles:

- We affirm the inherent dignity in all of us, and we strive to maintain a climate of justice marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and biases, and therefore we will endeavor to foster mutual understanding among the many parts of our whole.
- We recognize that each of us has an obligation to the community of which we have chosen to be a part. We will strive to build a true community of spirit and purpose based on mutual respect and caring.
- We accent the positive and respond affirmatively to everyone who seeks us out. We actively try to reach populations that may find it difficult to access our services, and respect the dignity of each and every person. We will not tolerate discrimination in any form.
- The UC is federally mandated under the American with Disabilities Act (1991) to ensure that programs are accessible to persons with disabilities.

University of California - Nondiscrimination Statement

The University of California prohibits discrimination or harassment of any person on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (covered veterans are special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized) in any of its programs or activities.

University policy is intended to be consistent with the provisions of applicable State and Federal laws.

Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Staff Personnel Services Equal Opportunity Director, University of California, Agriculture and Natural Resources, 1111 Franklin Street, 6th Floor, Oakland, CA 94607, (510) 987-0096.

General Information

1. Volunteer Coordinator

A Volunteer Coordinator manages the Hansen Volunteer Program and the UCCE Master Gardener Program at the UCCE Office in Ventura. This means that the Volunteer Coordinator is not always on site at UC HAC. The Volunteer Coordinator's typical schedule is:

- Available at UC HAC from 9 a.m. to 4 p.m. on Tuesdays, Wednesdays, and Thursdays. However, due to the Master Gardener Program training classes and Executive Committee meeting schedule, the Volunteer Coordinator is unavailable on the second Tuesday of each month, and on Thursdays, January through May.

To contact the Volunteer Coordinator, call 805.525.9293, ext. 204 or 805. 645.1450. A complete UC HAC staff roster is provided in the Appendix, Section I.

2. UC HAC Volunteer Days

Hansen Volunteers may volunteer on Tuesdays, Wednesdays and Thursdays. Volunteers occasionally work on special projects that are self-driven. With staff approval, volunteers may choose other days, but staff must be aware of the approved schedule.

3. Hansen Volunteer Monthly Potluck

We hold a monthly potluck meal for volunteers and staff. It's a time to visit and share a meal together. No RSVP is required, and we encourage you to join us! 12:00 p.m. to 1:00 p.m. - second Thursday of the month in the Large Barn

4. UC Hansen Agricultural Center Office Hours

8 a.m. - 5 p.m., Monday through Friday. A holiday schedule is posted on our website.

Phone: 805.525.9293

Fax: 805.525.5475

Website: <http://uchansentrust.org>

5. UC HAC Education Program Schedule

The UC HAC at the Faulkner Farm is open to the general public on certain Saturdays throughout the year, which are scheduled in advance. Our "Saturday at the Farm" Program provides workshops and other activities, including garden and house tours. The UC HAC education program schedule is available in the Volunteer Lounge and on our website.

6. 4-H Farm Field Trips

In the spring and the fall, we host 4-H Farm Field trips for school students. Field trips are held from 9:30 a.m. to 12:30 p.m. on Tuesdays, Wednesdays and Thursdays. Volunteers lead educational sessions for students in kindergarten, third grade, or special education classes. The information shared aligns with California Contents Standards. It's a wonderful program, and you are encouraged to join our efforts in this area. For more information about the education program, contact our Education Outreach Coordinator at 805.525.9293, ext. 214 or 805.662.6948.

If you are interested in volunteering to assist in delivering 4-H Farm Field Trips, our Saturday at the Farm program, or other UC HAC programs, please contact the Volunteer Coordinator at 805.525.9293, ext. 204, or 805. 645.1450.

UC Hansen Volunteer Policies and Guidelines

Volunteer Requirements

UC Staff and Hansen Volunteers work collaboratively. We are a team; however, staff is ultimately responsible for job assignments. Volunteers are a vital part of our program. Hansen Volunteers are considered Agents of the University of California and must abide by all UC policies. Appointments of volunteers are **renewed on an annual basis** through the UC HAC office.

To be appointed as a Hansen Volunteer, an individual must:

- Be at least 18 years of age.
- Complete a New Adult Volunteer Application Form.
- Complete the Volunteer screening process.
- Complete the Live-Scan fingerprinting process and be cleared by Department of Justice.
- Sign the UC Volunteer Code of Conduct.
- Attend Volunteer orientation/training offered by the UCCE and UC HAC Staff.
- Participate in required Hansen Volunteer trainings and activities as needed.

Volunteer Code of Conduct

Upon receiving a Volunteer Appointment Card, Hansen Volunteers shall act in ways that promote positive educational and volunteer experiences and are not in conflict with UC's policies and procedures. The following are prohibited when acting on behalf of any UC program:

- Possession or use of alcohol and/or illegal drugs (or be under the influence thereof) when involved in a UC HAC event or activity.
- Use of any tobacco product when involved in a UC HAC event or activity.
- Use of abusive, obscene, and discriminatory language at any UC HAC activity or event.
- Direct personal attack or harassment (visual, verbal, or physical) on another person.
- Behavior that is illegal, unsafe, or contrary to the highest standards of ethics.
- Be the subject of a criminal investigation or prosecution for a misdemeanor or felony offense.

Volunteer Responsibilities

- Participate in and support of Hansen Volunteer activities.
- Recognize the responsibilities of the UC staff in setting program timelines, priorities and direction, and staff responsibility for interpreting policy.
- Be committed to the core values, educational goals, and standards of the UC HAC as established at various organizational levels.
- Respect and safeguard the individual rights, competencies, safety, and property of program participants.
- Prohibit discrimination of any policies, procedures, or practices on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.

UC Hansen Volunteer Policies and Guidelines

Volunteer Rights

- To be respected by program administrators and staff for contributions made to the program.
- To have access to current program materials, training, and curriculum to support program delivery.
- To be informed of any administrative action that could result in disciplinary actions or expulsion from the program.
- To make written complaints concerning UC HAC and UCCE programs, policies, or personnel.
- To be immune from liability when reporting suspected child abuse, unless it can be proven that a false report was filed.

Roles and Responsibilities

- Your primary UC contact is the Volunteer Coordinator.
- The Volunteer Coordinator facilitates and coordinates volunteers at UC HAC and for UC Hansen Trust programs and activities.
- The Volunteer Coordinator is your first contact if you have any questions or concerns.
- Volunteers may work directly under the supervision of another staff person. For the duration and scope of that project that staff person will be your contact for project-specific information.
- The Volunteer Coordinator is available to respond to general volunteer issues, administrative items, questions, and concerns.
- Volunteers who are unsure about their role and responsibilities at any given time may contact the Volunteer Coordinator.

Confidentiality

Volunteers must respect the confidentiality of any accounting, personnel, staff, donor, or volunteer information to which their volunteer activities may give them access.

Term of Appointment

All UC volunteer appointments are for one year and are renewable on an annual basis.

Termination

UC and UC HAC reserve the right to end a volunteer's association with the organization. This action is seldom taken. Instead, we strive to work collaboratively to solve problems. If, however, a volunteer is dismissed, he/she has the right to appeal dismissal from the program, if that dismissal occurred during the term of their one-year volunteer appointment. However, volunteers do not have the right to appeal non-renewal of an appointment.

Penalties for Infractions

Infractions of the Code of Conduct or the Volunteer Responsibilities and Rights must be reported by anyone observing them to the UC HAC staff. Penalties include:

- Discussion of inappropriate actions with the volunteers, and clarification of policy when appropriate.
- Releasing the adult to the appropriate law enforcement agency, if appropriate.
- Written notice of termination of volunteer status, and removal from involvement with HAC programs.
- Volunteer status suspension while charges are under investigation.

Failure to comply with these policies and guidelines may result in suspension or termination as a Hansen Volunteer.

Benefits of Volunteering

Being a volunteer at the UC HAC has many benefits. First and foremost is the opportunity to be part of a community of dedicated volunteers, in a beautiful farm setting, working together with staff to accomplish HAC's mission of sustaining Ventura County agriculture.

In addition to your initial training, you have the opportunity to attend specialized training, education classes, lectures, and to participate in 4-H Farm Field Trips or Saturday at the Farm programs. You have the opportunity to develop friendships with others who share similar interests.

Additional benefits include:

- Volunteers have the opportunity to develop knowledge of Ventura County agriculture and horticulture, learn about gardening, and best practices in gardening, plant propagation, landscaping, composting, and receive historical information about Faulkner House.
- Volunteers develop working relationships with the UCCE and UC HAC staff and have access to their expertise.
- Volunteers receive specialized training focused and concentrated on particular areas of interest.
- Volunteers have access to the Faulkner House library.
- Volunteers may receive harvested produce when approved by UC HAC staff.
- Volunteers are invited to be guests of the University at special recognition events each year.

We will always express our appreciation for your volunteer efforts!



Responsibilities of Volunteering

UC Hansen Volunteers are agents of the University of California and...

1. Must follow and adhere to all UC and UC HAC polices and guidelines.
2. Commit to staying informed by reading emails. Training is provided.
3. Volunteers are frequently the first contact the general public has with the UC HAC and as such will be responsible for presenting the UC HAC in a courteous, professional, and well-informed manner.
4. All flyers, posters and communications materials must be approved by the Volunteer Coordinator prior to distribution.
5. Become familiar with where first aid kits and fire extinguishers are located and be familiar with handling and reporting accidents. Volunteers should also know the evacuation procedures for visitors in case of fires or other emergencies, and be able to inform visitors that our emergency gathering location is the Pepper Tree.
6. Never volunteer under the influence of illegal drugs or alcohol.
7. Must notify staff if they cannot make their scheduled shift.
8. Wear the provided nametag and shirts at all times while on UC HAC property.
9. Notify the Volunteer Coordinator in writing if they are no longer interested in volunteering at UC HAC.
10. Attend our General Volunteer Training and specialized training as required.
11. Sign-in when reporting for volunteer service at UC HAC.
12. Be sure to stay adequately hydrated.



Hansen Volunteer Training

General Volunteer Training (Volunteer Core Course)

An initial general training will introduce volunteers to the University of California (UC) and Hansen Agricultural Center (UC HAC) guidelines, policies and safety management. We will also provide an overview of the UC HAC gardening and agricultural activities, including project opportunities. Individuals volunteering at UC HAC are required to attend the three-hour training, complete a volunteer application, sign our code of conduct, complete a health history and live-scan fingerprint screening prior to receiving a **one year appointment to serve as a volunteer**. General Volunteer training is held quarterly basis, on the third Wednesday of the first month (January, April, July, and October).

Specialized Volunteer Training

Specialized training is designed to provide volunteers with the specific skills required for their appointed position. Trainings may include individualized on-the-job training, informal instruction, or formal courses.

For example, Education volunteers receive training for 4-H Farm Field trips serving school children. Docents receive specialized training in the area of history and communication. Utilizing UCCE science-based education information, Volunteer Gardening Assistants learn horticultural techniques for planting, weeding, watering and pruning from Master Gardeners. Communication volunteers receive specialized media training and public speaking training along with newsletter development training.

Hansen Volunteers are encouraged to take advantage of as many training opportunities as possible.

Volunteer Scheduling and Absences

Weekly schedules are available in the notebook located in Volunteer Lounge. Volunteers who work a weekly program should notify staff, either verbally, by e-mail, or in a letter or note, if they plan to be absent for more than one week. Unavoidable absences should be reported as soon as possible to the staff member expecting you. If that person is unavailable, please call and leave a message with the Volunteer Coordinator at 805.525.9293, ext. 204.

Change in Contact Information

Please report any change of contact information, including email address, to the Volunteer Coordinator. Membership records are updated by the Volunteer Coordinator to reflect changes. This will ensure that you receive all pertinent communication from the UC HAC.

Recording and Tracking Volunteer Hours

It is very important that the Volunteer Coordinator be able to track volunteers' time because of insurance requirements, for volunteer recognition, and to enable our staff to plan educational programming. We ask that all volunteers record the total number of hours worked. The yearly total of volunteer hours is used to evaluate the number of volunteers needed for projects or programs. For each volunteer, totals are also used to award recognition based upon the cumulative hours of service given to the UC HAC.

Volunteer hours may be entered on the sign-in sheet located in our Volunteer Lounge. Blank sign-in sheets are available in the Volunteer Coordinator's office. To record hours, enter the date in the appropriate column, PRINT your name and write in your check-in time. When you are finished for the day, record the number of hours and the time you leave or quit volunteering. Sign-in sheets are changed monthly and are stored in the Volunteer Coordinator's office. Volunteer hours should also be posted on the UC HAC website on a monthly basis. We will provide training on how to access and use the volunteer portion of our website.

Parking and Auto Safety

Volunteers may enter and park in the lot located on Briggs Road. The Telegraph Road entrance is reserved for deliveries or handicap access and staff approval is required to secure space there. UC HAC is not responsible for personal belongings left in vehicles. Damage to vehicles incurred while parked in the Briggs Road lot is not the responsibility of UC HAC.

Hansen Volunteers (HV) who drive as part of their volunteer service must carry automobile liability insurance. In case of an accident while engaged in volunteer service, the HV's insurance is primary. UC's insurance is in excess above primary coverage. If the accident is not due to UC or volunteer negligence, reimbursement must be sought from the negligent party through the HV's insurance.

Safety and Risk Management

Any and all accidents, large or small, must be reported in order to correct unsafe situations and prevent further accidents. Staff will complete an incident report. Reporting should occur within 24 hours of the injury or incident.

In the event of injury and/or accident that results in unconsciousness, severe bleeding, electrical shock, poisoning, black widow or brown spider bites, snake bites, bat bites or any rodent bite, please notify UC HAC staff immediately and seek treatment. All accidents must be reported to UC HAC staff; this should be done as soon as possible.

Protective and appropriate clothing and shoes must be worn at all times. This includes protection against sun, rain, spider bites, and any allergic reactions that could result from contact with a plant or insect. Closed-toe shoes must be worn while volunteering at UC HAC.

Volunteers may **not** bring their own fertilizers, pesticides, chemicals, paints or planting products to UC HAC. Please carefully read all container labels for contents and handling procedures. Our Facilities Coordinator maintains and coordinates Material Safety Data Sheets (MSDS), which may be referenced in case of exposure, etc. All MSDS are located in the Garden Shed.

Safety and Risk Management (continued)

The UC HAC is committed to providing a safe and healthy environment for volunteers to work. All accidents must be reported immediately. If you notice a hazard or situation that could be deemed harmful, please report your concern to UC HAC staff as soon as possible.

Locations of First Aid kits and Fire Extinguishers:



First Aid

- Garden Shed
- Small Barn
- Snack Shack
- Shop
- Back Porch (House)
- Cupboard in office off kitchen



Fire Extinguishers

- Small Barn (2)
- Large Barn Upstairs & Down (2)
- Snack Shack
- Shop (2)
- Pantry (by Refrigerator)
- House (Upstairs Hall)

1) Material Safety Data Sheets (MSDS) identifying the contents of liquids, paints, powders and fertilizers are located in our Garden Shed.

2) For Heat Stress

- Drinking water may be found in the Volunteer Lounge.
- Hand washing trough is located on the north side (the House side) of the large barn.
- Shade area is located in the Volunteer Lounge, and inside large and small barns.

3) In case of emergencies volunteers, visitors and staff will gather at the Pepper Tree.

4) Sunscreen is available for volunteers and stored in the Garden Shed.

5) A defibrillator is available on site; certain staff members are trained to operate this.

6) Staff assistance is always available. If in doubt, please call 911.



Purchasing Procedures for Hansen Volunteers

The UC HAC is funded by the UC Hansen Trust. The Hansen Advisory Board meets regularly to make recommendations to the University on how income from the Trust will be utilized to realize the purpose and vision of Thelma Hansen. UC HAC staff, in partnership with the Hansen Advisory Board, must ensure that expenditures stay within budget, are consistent with the vision of the Trust, and in compliance with UC policies and procedures. Therefore, approval is always required before any purchase is made. If you have questions regarding purchasing materials needed for any projects related to volunteering, please contact the Volunteer Coordinator.

- The Purchase Request form will be used for all purchasing requests
- Purchases must be approved before an order can be placed.
- We will use existing vendors where we already have accounts whenever possible, including Green Thumb, Agromin, Frank's Hardware, Heritage Do-It Best Hardware, and Fruit Growers Supply.
- Purchase Request forms can be hand written or typed
- Purchase Request form process
 - Complete the following required areas:
 - Requested by, date of request, date needed
 - Vendor and vendor contact if you spoke with someone
 - Vendor phone number
 - Part number if appropriate
 - Item description for each item and quantity needed
 - UOM (unit of measure – i.e. each, pack, roll)
 - Price per unit if known
 - If you don't know which vendor to use, you may leave that blank and the best vendor to use will be researched by Susan or Louise.
 - If ordering from a catalog, you may attach the catalog to the purchase request for our reference.
 - Please indicate the approved project that the expense is for below the "Date Needed" line (i.e. propagation, Theme Garden – indicate which one, etc.).
 - Receipts and request for payments are submitted to Susan Latham.
 - See Appendix Section IV for "Education Garden Guidelines."

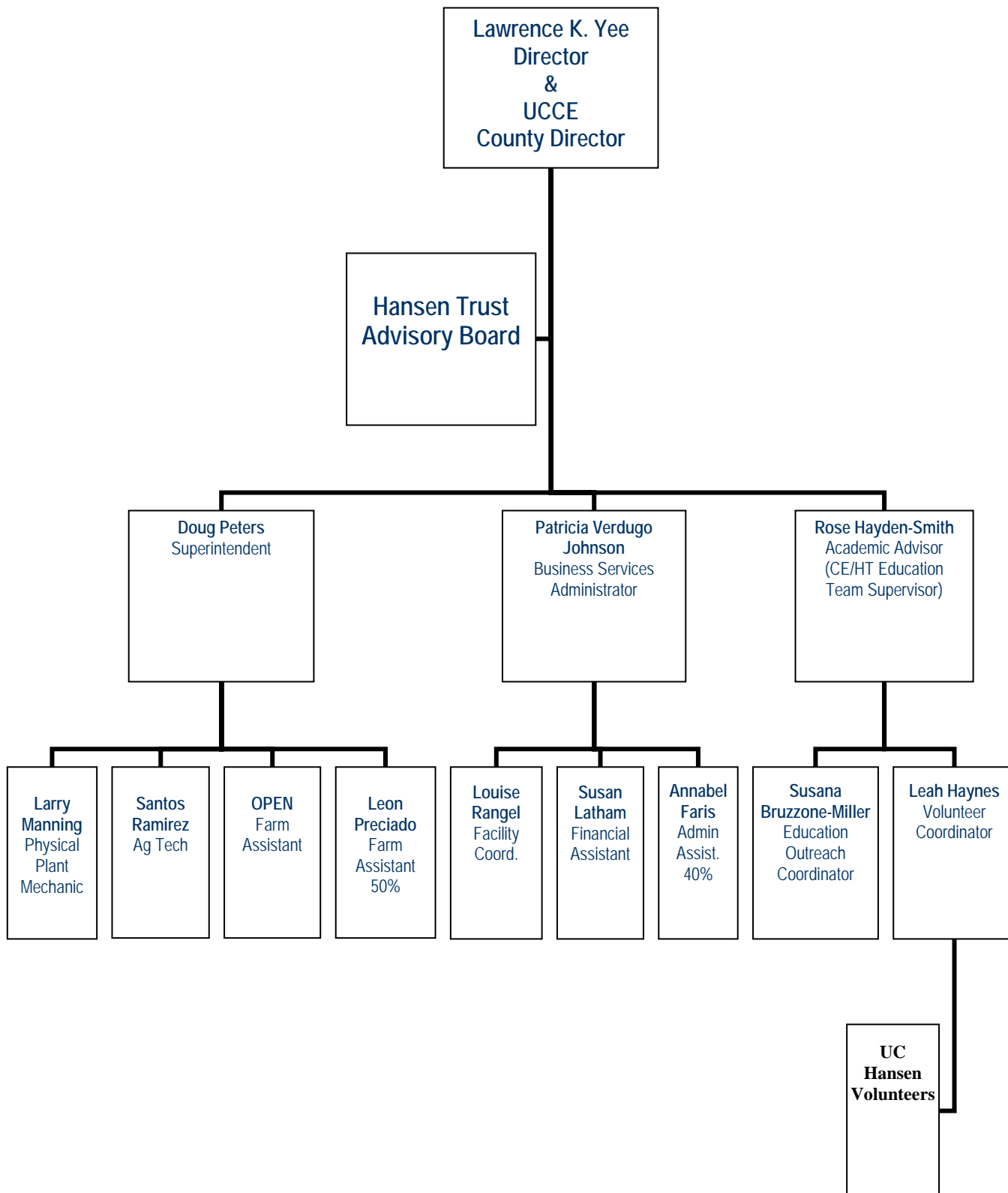
Prior approval from HAC staff is **required** before purchasing items needed for assigned projects. Volunteers are reimbursed for items purchased with personal funds; however, **prior approval is required**. There is a dollar limit on reimbursing funds locally. See or contact Susan Latham, UC HAC Financial Assistant, at 805.525.9293, ext. 205 for any questions on the process and for approval.

Appendices

- Section I:** Organizational Chart and Staff Roster
- Section II:** Volunteer Position Descriptions
- Gardening Assistant
 - 4-H Farm Field Trip Lead Volunteer
 - Farm Guide (4-H Farm Field Trip)
 - Farm Guide Assistant (4-H Farm Field Trip)
 - Docent
- Section III:** Hansen Volunteer Program Forms
- Section IV:** Education Garden Guidelines
- Section V:** Information About Other UC Programs Sited at UC HAC
- Cooperative Extension
 - 4-H Youth Development Program
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SECTION I
Organizational Chart and Staff Roster

Hansen Agricultural Center Organizational Structure February 2008



UC Hansen Agricultural Center Staff Roster

Our staff is available and eager to support your volunteer efforts. After all, you make the success of our programs possible! Your primary contact is **Leah Haynes, our Volunteer Coordinator**; her contact information is provided below. An asterisk indicates staff members who also work in the UCCE Office, which is located at 669 County Square Drive #100, Ventura, CA 93003, 805.645.1451. It is advisable to check with those staff members in advance to determine where they working on a specific day, as we rotate work sites.

Administration

Larry Yee*

Director

lkyee@ucdavis.edu

805.645.1460

Patti Verdugo Johnson

Business Services Administrator

805.525.9293, ext. 202

plverdugo@ucdavis.edu

Susan Latham

Financial Assistant

805.525.9293, ext. 205

selatham@ucdavis.edu

Louise Rangel

Facilities Coordinator

805.525.9293, ext. 201

lfrangel@ucdavis.edu

Annabel Faris

Administrative Assistant

805.525.9293, ext. 206

awfaris@ucdavis.edu

Education and Programs

Rose Hayden-Smith

4-H Youth Advisor/Education Team Leader*

805.645.1466

rmhaydensmith@ucdavis.edu

Susana Bruzzone-Miller

Education Outreach Coordinator

805.525.9293, ext. 214 or 805.662.6948

sbmiller@ucdavis.edu

Susan Gloeckler

4-H Program/Junior Master Gardener Program*

805.662.6943

sygloeckler@ucdavis.edu

Leah Haynes

Volunteer Coordinator*

805.525.9293, ext. 204 or 805.645.1450

ljhaynes@ucdavis.edu

Farm Operations

Doug Peters

Superintendent

805.525.9293, ext. 203

dwpeters@ucdavis.edu

Larry Jo Manning,

Physical Plant Mechanic

805.525.9293, ext. 207

ljmanning@ucdavis.edu

Santos Ramirez

Senior Ag Tech

Leon Preciado

Farm Assistant

SECTION II
Volunteer Position Descriptions

Position Description

HANSEN VOLUNTEER GARDENING ASSISTANT

Overview:

All Volunteers report to the University of California Hansen Agricultural Center's Volunteer Coordinator. Hansen Volunteers are assigned and appointed based on their area of interest. While volunteering on specific programs and projects, supervision of volunteers is deferred to the appropriate staff member.

Position Description: Gardening Assistants will work with the Hansen Agricultural Center staff to beautify and maintain the gardens. The partnership will involve planning and carrying out gardening projects that reflect the educational goals and aesthetic standards of the University of California Cooperative Extension. With the support of the Master Gardeners, the Gardening Assistants will receive specialized training utilizing University of California Cooperative Extension's science-based gardening education.

Volunteer Gardening Assistant will be responsible for:

- Participating in General Volunteer training and specialized gardening classes.
- Working safely and following established safety procedures.
- Fulfilling shift assignments and commitments.
- Tracking volunteer hours and post to website monthly.
- Reporting expected absences or changes in scheduled volunteer days to appropriate staff.
- Presenting a mature and professional attitude to visitors, staff and other volunteers.
- Providing positive and helpful suggestions.
- Reporting all incidents of on-the-job injuries immediately to the appropriate staff.
- Following University policies.

Requirements:

- Completion of application, interview and live-scan fingerprinting screening process.
- Attend General Volunteer and safety training, including specialized training.
- Must wear provided shirt and name-tag.
- Access to a computer and able to communicate via email.
- Attend and participate in annual volunteer meeting.

Qualifications Needed: Gardening Assistants should enjoy gardening and have a basic knowledge of plant and weed identification. The ideal Gardening Assistant will be able to commit to scheduled shift times, have the physical ability to lift 30 pounds and to perform gardening tasks: shoveling, hoeing, digging, planting, weeding, pruning and hauling garden trimmings. The ability to work independently as well as a member of a team is highly desirable.

Time Commitment: 40 hours per year.

Term of Appointment: One year, renewable on an annual basis.

Position Description

4-H FARM FIELD TRIP LEAD VOLUNTEER

Overview:

All Volunteers report to the University of California Hansen Agricultural Center Volunteer Coordinator. Hansen Volunteers are assigned and appointed based on area of interest, education and expertise. While volunteering on specific programs and projects, supervision of volunteers is deferred to the appropriate staff member. Volunteers appointed to facilitate 4-H Farm Field Trips and to assist with Saturday program activities are supervised by the Education Outreach Coordinator (EOC).

Position Description: Lead Volunteers (LV) will supervise Farm Guides and Field Trip Assistants in the absence of Education Outreach Coordinator (EOC). LV position will be assigned and rotated by EOC. LV will help youth obtain a meaningful experience from their visit to the HAC. Assist the EOC with delivery of 4-H Farm Field Trip curriculum on scheduled day.

Qualifications Needed: LV enjoys working with school age children, parents and educators. The ideal LV is able to lead and communicate with youth, teachers, parent chaperones, as well as fellow volunteers with authority and respect. He/she is trained in all areas of the field trip program and able to step into any position as needed. Able to commit to scheduled shift times and can lift 30 lbs.

4-H Field Trip Lead Volunteer will be responsible for:

- Reviewing schedule at beginning of day and making sure all stations are staffed.
- Making adjustments to schedule as needed.
- Assisting with and supervising set up and clean up of field trip stations.
- Greeting bus with EOC. Introducing guides/assistants, review history of HAC, and safety information with students, teachers, and parent chaperones.
- Administering Pre-/Post-Field trip surveys to students.
- Assisting with name tags, if needed; dividing students into groups and assigning groups to guides/assistants.
- Supervising students during lunch time with teachers and chaperones.
- Taking pictures during field trips, if time permits.
- Carrying HAC cell phone and pertinent numbers to report any concerns to EOC.
- Participating in lunch/debriefing with volunteers and EOC at end of field trip day.
- Tracking volunteer hours and posting hours monthly to HAC website.
- Reporting immediately all on-site injuries to the appropriate staff member.
- Following UCCE and HAC guidelines and policies.

Requirements:

- Completion of volunteer application, interview and live-scan fingerprinting screening process.
- Attend General Volunteer and safety training, including 4-H Farm Field Trip training.
- Must wear provided shirt and name-tag.
- Access to a computer and able to communicate via email.
- Attend and participate in annual volunteer meeting.

Time Commitment: 40 hours per year.

Term of Appointment: One year, renewable on an annual basis.

Position Description

FARM GUIDE

Overview:

All Volunteers report to the University of California Hansen Agricultural Center Volunteer Coordinator. Hansen Volunteers are assigned and appointed based on area of interest, education and expertise. While volunteering on specific programs and projects, supervision of volunteers is deferred to the appropriate staff member. Volunteers appointed to facilitate 4-H Farm Field Trips and to assist with Saturday program activities are supervised by the Education Outreach Coordinator (EOC).

Volunteer Position Description: Farm Guide (FG) delivers and teaches age appropriate gardening and agricultural based curriculum as scheduled for the day. FG reports to Lead Volunteer (LV) in the absence of EOC on designated field trip day. FG will help youth obtain a meaningful experience from their visit to the HAC. Keep youth safe by adhering to UCCE and HAC guidelines and policies.

Qualifications Needed: FG enjoys working with school age children, parents and educators. The ideal FG has some knowledge of gardening and agriculture or fosters a desire to learn about gardening and agricultural topics. Attend pre-planning and specialized training sessions as needed. Able to commit to scheduled shift times and can lift 30 pounds.

Farm Guide Volunteer will be responsible for:

- Reviewing field trip schedule at beginning of day.
- Assisting with set up and clean up of field trip stations.
- Greeting bus with EOC and LV.
- Assisting LV with administering Pre-/Post-Field trip surveys to students.
- Assisting with name tags, and group assignments as needed.
- Leading youth through the various field trip stations or curriculum planned for the day.
- Participating in lunch/debriefing with volunteers and EOC at end of field trip day.
- Tracking volunteer hours and posting hours monthly to HAC website.
- Reporting immediately all on-site injuries to the appropriate staff member.
- Following UCCE and HAC guidelines and policies.

Requirements:

- Completion of volunteer application, interview and live-scan fingerprinting screening process.
- Attend General Volunteer and safety training, including specialized 4-H Farm Field Trip training.
- Must wear provided shirt and name-tag.
- Access to a computer and able to communicate via email.
- Attend and participate in annual volunteer meeting.

Time Commitment: 40 hours per year.

Term of Appointment: One year, renewable on an annual basis.

Position Description FARM GUIDE ASSISTANT

Overview:

All Volunteers report to the University of California Hansen Agricultural Center's Volunteer Coordinator. Hansen Volunteers are assigned and appointed based on area of interest, education and expertise. While volunteering on specific programs and projects, supervision of volunteers is deferred to the appropriate staff member. The Education Outreach Coordinator (EOC) supervises volunteers facilitating 4-H Field Trips, including those volunteers assisting with Wednesday and Saturday program activities held at HAC.

Volunteer Position Description: Farm Guide Assistant (FGA) delivers and teaches age appropriate gardening and agricultural based curriculum as scheduled for the day. FGA reports to assigned Farm Guide on designated field trip day. FGA will help youth obtain a meaningful experience from their visit to the HAC. Keep youth safe by adhering to UCCE and HAC guidelines and policies.

Qualifications Needed: FGA enjoys working with school age children, parents and educators. The ideal FGA has some knowledge of gardening and agriculture or fosters a desire to learn about gardening and agricultural topics. Attend planning and specialized training sessions as needed. Able to commit to scheduled shift times and can lift 30 pounds.

Farm Guide Assistant will be responsible for:

- Reviewing field trip schedule at beginning of day.
- Assisting with set up and clean up of field trip stations.
- Greeting bus with EOC, LV and FG.
- Able to step into FG position as needed.
- Assisting assigned FG with administering Pre/Post-Field trip surveys to students.
- Assisting assigned FG with name tags, and group assignments as needed.
- Participating in lunch/debriefing with volunteers and EOC at end of field trip day.
- Tracking volunteer hours and posting hours monthly to HAC website.
- Reporting immediately all on-site injuries to the appropriate staff member.
- Following University policies.

Requirements:

- Completion of volunteer application, interview and live-scan fingerprinting screening process.
- Attend General Volunteer and safety training, including specialized 4-H Field Trip training.
- Must wear provided shirt and name-tag.
- Access to a computer and able to communicate via email.
- Attend and participate in annual volunteer meeting.

Time Commitment: 40 hours per year.

Term of Appointment: One year, renewable on an annual basis.

Position Description

DOCENT

Overview:

All Volunteers report to the University of California Cooperative Extension (UCCE) and Hansen Agricultural Center (HAC) Volunteer Coordinator. Hansen Volunteers are assigned and appointed based on area of interest, education and expertise. While volunteering on specific programs and projects, supervision of volunteers is deferred to the appropriate staff member. Volunteers appointed to facilitate 4-H Field Trips and to assist with Wednesday and Saturday program activities are supervised by the Education Outreach Coordinator (EOC).

Position Description: Docents will lead educational and informational tours through the Faulkner House and Gardens. Docents will serve as facilitators by providing HAC information to the general public during tours, at special events such as school field trips, and Saturday program activities. Docents will interpret the collections to visitors, enhancing the visitor experience, providing information and inspiring interest. With the support of the Docents, the HAC will fulfill its educational mission and heighten public awareness of local history and agricultural issues.

Qualifications Needed: Docents must enjoy talking with people, doing library and field research, and walking through the house and gardens. A pleasant manner and a professional attitude with the general public, staff, and Hansen Volunteers is required.

Volunteer Docent will be responsible for:

- Participating in tours and other docent activities.
- Participating in volunteer training and historical education classes.
- Working safely and following established safety procedures.
- Tracking volunteer hours and posting hours monthly to HAC website.
- Reporting expected absences on scheduled volunteer days to appropriate staff.
- Presenting a mature and professional attitude to visitors, staff and other volunteers.
- Providing positive and helpful suggestions.
- Reporting immediately all on-site injuries to the appropriate staff member.
- Following UCCE and HAC guidelines and policies.

Requirements:

- Completion of application, interview and live-scan fingerprinting screening process.
- Attend General Volunteer and safety training, including specialized training.
- Must wear provided shirt and name-tag.
- Access to a computer and able to communicate via email.
- Attend and participate in annual volunteer meeting.

Time Commitment: 24 hours per year. Each Docent may be asked to volunteer two hours per month. Regularly scheduled docent tours are Saturdays. Special Request tours are scheduled as needed and require the same two or three-hour time commitment.

Term of Appointment: One year, renewable on an annual basis.

SECTION III

Hansen Volunteer Program Forms

- Mandatory Live-Scan Fingerprinting Form (not included)
- Adult Volunteer Application Form
- Adult Medical Release Form
- Health History Information
- Photography and Information Release
- Code of Conduct Responsibilities & Rights
- Volunteer Self-Disclosure Form
- Volunteer Opportunities and Assessment Form

Hansen Volunteer
Adult Volunteer Application Form
 University of California Cooperative Extension

<hr/> Volunteer Position	<hr/> Interview Date	<input type="checkbox"/> I am a Ventura County Master Gardener
<hr/> First Name	<hr/> Last Name	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
		<input type="checkbox"/> I am a 4-H Volunteer
<hr/> Mailing Address	<hr/> City	<hr/> State
<hr/> (_____)_____	<hr/> (_____)_____	<hr/> Zip
<hr/> Home Phone (with area code)	<hr/> Work Phone (with area code)	
<hr/> (_____)_____	<hr/> Email Address	
Ethnicity (check one that applies best):		
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Black/African American
<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> White	

Volunteer Experience			
Organization name	Volunteer positions held	Contact Name	Phone Number

References	
Name	Phone Number

By signing and dating this document, I certify that I have read, understand, and agree to the terms of the Hansen Agricultural Center Volunteer Code of Conduct/Responsibilities and Rights and Photograph and Information Release. I am aware that I must re-apply for a Hansen Volunteer appointment annually, and provide an updated Medical Release, Waiver of Liability, and Volunteer Confidential Self-Disclosure Form.

Signature

Date

UCCE & HAC Use Only (receipt & completion dates)					
Interview Date	Self-Disclosure	Waiver of Liability	Background Check	General Training Date	Volunteer Assignment

Hansen Volunteer
Adult Medical Release Form
 University of California Cooperative Extension

This Medical Release Form is authorized for volunteer functions and activities for the dates specified below:

First Name	Last Name	Volunteer Position
County and State	Dates (From / To) _____ to _____	

While I am attending or traveling to or from this Hansen Agricultural Center function, I HEREBY AUTHORIZE THE ADULT HANSEN VOLUNTEER OR STAFF MEMBER, or in his/her absence or disability, any adult accompanying or assisting him/her, TO CONSENT TO THE FOLLOWING MEDICAL TREATMENT FOR ME SHOULD I BE UNABLE TO MAKE A DECISION:

Any x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician and/or surgeon licensed under the provisions of the Medical Practices Act, California Business and Professions Code Section 2000 et seq.; or any x-ray examination, anesthetic, dental or surgical diagnosis or treatment, and hospital care to be rendered by a dentist licensed under the provisions of the Dental Practices Act, California Business and Professions Code Section 1600 et seq.

This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California. This authorization shall remain effective until I complete my activities in this program unless sooner revoked in writing. I understand that I will be responsible for the cost of any service or treatment provided not covered by the Volunteer Accident/Sickness Insurance Program sponsored by UC Cooperative Extension.

Authorization and Consent and Release

I hereby certify that I am in good health and can travel to and participate in all functions of the Hansen Volunteer as described above. I understand it is my responsibility to keep the information on this form updated (including Health History) by contacting the Volunteer Coordinator or UCCE Office.

Signature	Date		
(_____) _____ Emergency Day Phone (with area code)	(_____) _____ Emergency Night Phone (with area code)		
Mailing Address	City	State	Zip

Non-Consent

I do not desire to sign this authorization and understand that this will prohibit me from receiving any non-life threatening medical attention in the event of an accident or illness.

Signature	Date
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University policy and the State of California Information Practices Act of 1977 require the following information be provided when collecting personal information from you: The information entered on this form is collected under authority of the Smith-Lever Act. Submission of the medical data is voluntary. However, a signature is required on one or the other of the two signature lines above. Failure to provide the medical information and authorization may result in our inability to provide necessary medical treatment. You have the right to review University records containing personal information about you, with certain exceptions as set forth in policy and statute. Copies of University policies pertaining to the collection, use, or release of personal data are available for your examination from the local UCCE Hansen Director, 4-H Youth Development Advisor, CE Volunteer Coordinator, University of California, DANR Building, One Hopkins Road, Davis, CA 95616-8575, (530) 754-8518. Only your own records are open to your review.

Any known or foreseeable intergovernmental transfer that may be made of the information is as follows: None

Hansen Volunteer
Health History Information
 University of California Cooperative Extension

First Name _____	Last Name _____
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Subject to:	Yes	No	Now Have or Have Had	Yes	No
Colds			Heart Trouble		
Sore Throat			Asthma		
Fainting Spells			Lung Trouble		
Bronchitis			Sinus Trouble		
Convulsions			Hernia (rupture)		
Cramps			Appendicitis		
Allergies			Has appendix been removed?		
Wear corrective lenses?			Do you walk in your sleep?		
Is hearing good?					
Currently under any type of medical care?					
Is there history of behavior disorders, emotional disturbances, or severe moodiness?					
Been under psychiatric treatment within the past five years?					

Date of last Tetanus Vaccination: _____

Please identify allergies including allergies to food, medications, and drug reactions:

Please list any disabilities or disorders that may affect participation at HAC activities & events such as: eyesight, hearing, speech, paralysis, diabetes, ulcer, etc.

Please list all current medications:

Name of Medication	Physician Name	Times Taken

Remarks and special instructions:

The University of California prohibits discrimination or harassment of any person on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (covered veterans are special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized) in any of its programs or activities.

University policy is intended to be consistent with the provisions of applicable State and Federal laws.

Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Staff Personnel Services Director, University of California, Agriculture and Natural Resources, 300 Lakeside Drive, 6th Floor, Oakland, CA 94612-3550, (510) 987-0096.

Hansen Volunteer

Code of Conduct/Responsibilities and Rights

University of California Cooperative Extension

The following guidelines are to assist volunteers in understanding what behavior is expected while performing within the course and scope of a volunteer. Hansen Volunteers are considered Agents of the University of California and must abide by all UC policies. Appointments of volunteers may be renewed on an annual basis through County Offices.

To be appointed as a Hansen Volunteer, an adult must:

1. Be at least 18 years of age.
2. Complete a New Adult Volunteer Application Form.
3. Complete the Volunteer screening process including a Live Scan or BID-7 Applicant Finger Print Form.
4. Attend Volunteer orientation/training offered by the UCCE and HAC Staff.
5. Participate in required Hansen Volunteer trainings and activities as needed.

CODE OF CONDUCT

Upon receiving a Volunteer Appointment Card signed by the Hansen Director, all Volunteers shall act in ways that promote positive youth development and are not in conflict with its policies and procedures. The following are prohibited when acting on behalf of the Hansen Agricultural Center program:

1. Possession and/or use of alcohol and/or illegal drugs (or be under the influence thereof) when involved in a HAC event or activity.
2. Use of tobacco when involved in a HAC event or activity.
3. Use of abusive, obscene, and discriminatory language at any HAC activity or event.
4. Direct personal attack or harassment (visual, verbal, or physical) on another person.
5. Behavior that is illegal, unsafe, or contrary to the highest standards of ethics.
6. Be the subject of a criminal investigation or prosecution for a misdemeanor or felony offense.

RESPONSIBILITIES

1. Participate in and support of Hansen Volunteer activities.
2. Recognize the responsibilities of the UC staff in setting program timelines, priorities, and direction.
3. Be committed to the core values, educational goals, and standards of the HAC as established at various organizational levels.
4. Respect and safeguard the individual rights, competencies, safety, and property of program participants.
5. Prohibit discrimination of any policies, procedures, or practices on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.

RIGHTS

1. To be respected by program administrators and staff for the contribution made to the program.
2. To have access to current program materials, training, and curriculum to support program delivery.
3. To actively participate in communications and meetings concerning the administration and delivery of the program.
4. To be informed of any administrative action that could result in disciplinary actions or expulsion from the program.
5. To make written complaints concerning UCCE and HAC programs, policies, or personnel.
6. To be immune from liability when reporting suspected child abuse, unless it can be proven that a false report was filed.

PENALTIES FOR INFRACTIONS

Infractions of the Code of Conduct or the Volunteer Responsibilities and Rights must be reported by anyone observing them to the UC Cooperative Extension Hansen Director. Penalties include:

1. Discussion of inappropriate actions with the volunteers, and clarification of policy when appropriate.
2. Releasing the adult to the appropriate law enforcement agency, if appropriate.
3. Written notice of termination of volunteer status, and removal from the Hansen Agricultural Center programs.
4. Volunteer status suspension while charges are under investigation.

By my signature on the Hansen New Adult Volunteer Application Form, I acknowledge receipt of this document and acknowledge that I have read and agree to abide by the guidelines in this document. I understand that my appointment as a Hansen Volunteer is contingent upon my agreement to this document. Failure to comply with these guidelines may result in termination as a Hansen Volunteer.

Hansen Volunteer
University of California Cooperative Extension
Photograph and Information Release

I give to The Regents of the University of California, Hansen Agricultural Center, Cooperative Extension and its nominees, agents, and assigns, unlimited permission to copyright and use, publish, and republish for purposes of advertising, public relations, trade, or any other lawful use, information about me and reproduction of my likeness (photographic or otherwise) and my voice, whether or not related to any affiliation with HAC, with or without my name. I hereby waive any right that I (and minor) may have to inspect or approve the copy and/or finished product or products that may be used in connection therewith or the use to which it may be applied.

By signature on the New Adult Volunteer Application Form, I consent and agree to the foregoing terms and provisions.

Hansen Volunteer

University of California Cooperative Extension

Volunteer Confidential Self-Disclosure Form

 First Name Last Name

 Mailing Address City State Zip

The purpose for requesting the information on this form is to provide a safe environment for young people involved with HAC activities. **Furnishing all information requested on this form is mandatory. Failure to provide this information will delay or prevent appointment as a Hansen Volunteer.** Local programs may also require additional information before appointing Hansen Volunteers. University of California policy authorizes maintenance of this information. Individuals have the right to review their own records in accordance with the Division of Agriculture and Natural Resources Administrative Handbook, Section 402. Information on these policies may be obtained from the Controller and Business Services Director, Agriculture and Natural Resources, University of California, 1111 Franklin Street, 6th Floor, Oakland, CA 94607-5200, or via the Internet at: <http://danr.ucop.edu>. The official responsible for maintaining the information contained on this form is the Cooperative Extension Hansen Director.

1. Have you been convicted of a felony in the last ten years? Yes No
2. Has anyone living with you been convicted of a felony in the last ten years? Yes No
3. Have you ever been convicted of child abuse, neglect, or any sex offense? Yes No
4. Has anyone living with you ever been convicted of child abuse, neglect, or any sex offense? Yes No
5. Has your driver's license been suspended or revoked in the last ten years? Yes No
6. Are there any other facts or circumstances involving your background or background of others in your household that would call into question your being entrusted with the supervision, guidance, and care of young people? Yes No
7. Do you have a valid driver's license? Yes No
 D.L.# _____ State _____
8. Do you have vehicle insurance that meets the California minimum requirement? Yes No
(The University of California provides secondary liability coverage in the event of an accident during HAC business.)
9. If you answered "Yes" to questions 1-6, or "No" to 7 or 8, please explain:

By signing below, I certify that the information above and on my application is true and correct. In addition, I have read, understand and agree to the terms of the Code of Conduct/Responsibilities and Rights and Photograph and Information Release. I am aware that I must re-apply for a Hansen Volunteer appointment annually, and provide an updated Adult Medical Release Form, Waiver of Liability, and Volunteer Confidential Self-Disclosure Form. I also understand that this application must be approved and my fingerprints cleared through the Department of Justice before my service as a volunteer begins. Volunteer appointments are for a period of one year.

 Applicant Signature Date

Instruction to the Applicant: Place this application in a "confidential" envelope and sign along the seal. The sealed envelope must be forwarded to the County Cooperative Extension/CE Volunteer Coordinator office.

The University of California prohibits discrimination or harassment of any person on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (covered veterans are special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized) in any of its programs or activities. University policy is intended to be consistent with the provisions of applicable State and Federal laws.

Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Staff Personnel Services Director, University of California, Agriculture and Natural Resources, 300 Lakeside Drive, 6th Floor, Oakland, CA 94612-3550, (510) 987-0096.

Hansen Agricultural Center

Volunteer Opportunities and Assessment Form

(Print clearly)

Please check two or three areas in which you are interested in volunteering. Indicate which areas you prefer by labeling #1 as most desirable and #3 as least, but still desirable. You probably have additional skills that would benefit the program. Please be sure to list them under comments.

- GENERAL GARDENING (maintenance of theme and demonstration gardens, seed and cutting propagation, tree identification, plant labeling, soil preparation, weeding, pruning, harvesting, etc.).
- EQUIPMENT (care of garden tools including hand and power tools). This includes cleaning/oiling tools as well as helping to maintain areas where tools are kept.
- COMPOSTING (collecting, turning, and distributing compost).
- CONSTRUCTION (creating, repairing, constructing structures for display, seating, shelving, storage, greenhouses, vegetable frames, arbors, barn repair, etc.).
- RESTORATION (antique tractor, antique horse drawn water tank, antique hayfork system, antique windmill, horse-drawn bean cultivator, horse-drawn sulky and cultivator, roofing, display cases, etc.).
- IRRIGATION (installation, repair, maintenance of irrigation systems throughout gardens and property).
- HISTORICAL (includes research on various pieces of equipment and other aspects of the HAC).
- RESEARCH (includes agriculture, garden, education and other aspects of HAC).
- DOCENT (includes house, garden and farm tours).
- ADMINISTRATION (includes various administrative tasks to support programs and events at the Hansen Agricultural Center).
- NEWSLETTERS, BROCHURES and SIGNAGE (includes writing and publishing Hansen Volunteer newsletter and working with staff to develop property signage when needed).
- EVENTS (includes such things as “Saturday at the Farm,” educational seminars, meetings, award ceremonies, etc. Volunteering can include anything from planning, organizing, preparation, set-up, clean-up, managing audio/visual equipment, food preparation, decoration, etc.).
- 4-H FARM FIELD TRIPS (includes guiding and helping with Fall and Spring school field trips).
- ART PROJECTS (may include drawing, painting, music, photography, sewing, and may involve teaching others your skills).
- RESOURCE LIBRARY (may include maintenance and/or managing open hours).

Comments:

Please indicate specific skills you have, related to the areas of volunteering you checked above (e.g. computer, gardening, farming, construction, equipment, etc.)

Which days would you prefer to volunteer? (Feel free to check more than one)

TUESDAY WEDNESDAY THURSDAY
 SATURDAY OTHER

Which time periods work best for you to volunteer?

AM PM (AFTERNOON) EVENING
 4 HOUR 3 HOUR 2 HOUR OTHER

Additional Comments:

*Return completed form to: Volunteer Coordinator,
Hansen Agricultural Center, and 14292 W. Telegraph Road, Santa Paula, CA 93060*

THANK YOU!

SECTION IV
Education Garden Guidelines

HANSEN AGRICULTURAL CENTER
MASTER GARDENER AND HANSEN EDUCATION GARDEN GUIDELINES
February 2008

Master Gardeners Demo Garden

- Designated garden for Master Gardener Program (See attached map for location.)
- Operated by Master Gardeners
- Designs and expenses to be approved by MG Executive Committee Members Diane Carter and Tony Hepton
- Paid for primarily by MG UCCE Funds
- Financial contribution from UC Hansen Education Budget – money will be transferred directly to MG UCCE account
- Chris Webb to handle purchasing paperwork and invoices

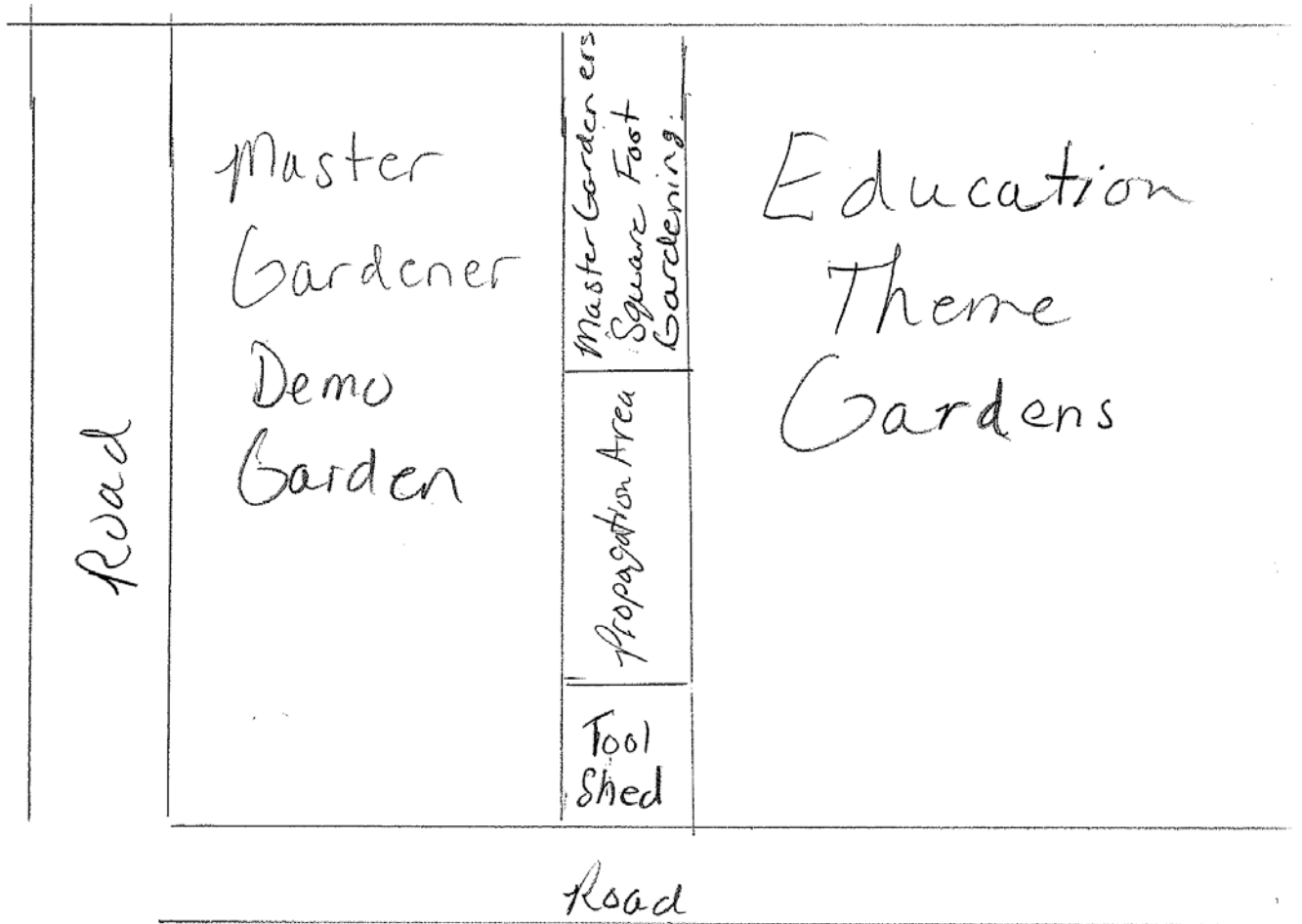
Education/Theme Gardens

- Area to the west of the MG Demo Garden
- Designs and expenses to be approved by Rose/Susana
- Designs to be reviewed with Doug for infrastructure needs and feasibility
- Maintained by HAC and MG Volunteers under the leadership of MG Judy Ascheman. Susana to communicate plans to Leah for recruiting volunteers to implement and maintain. Volunteers could discuss any ideas for the gardens with Susana.
- Fully funded by UC Hansen Trust funds
- Purchase request form to be completed by requesting party and signed off by Rose. Doug to review purchase request.
- Order to be placed by Susan Latham, Doug Peters or Louise Rangel as appropriate.
- Gardens are currently in maintenance mode. With new director coming on board in mid to late 2008, gardens will be reevaluated and new programming will determine designs, for entire education garden area.

Purchasing guidelines for MG Demo Garden and Education/Theme Gardens

- Supplies will be purchased separately whenever possible for these gardens.
- Specific items such as seeds, trees, plants, hardscape items will be charged directly to the appropriate accounts i.e. UCCE MG account for MG Demo Garden expenses or Hansen Education account for Education/Theme Gardens. The appropriate purchasing process will be followed as indicated above.
- Timers will also be charged to the appropriate account. Timers and all irrigation purchase requests must be approved by Doug Peters to ensure standardization of products used.
- Soil amendments – MG will notify Doug Peters if soil amendments are needed for the MG Demo Garden. In cases where there can be a combined purchase where the soil amendment will be utilized in both the MG garden and the Education Gardens, a percentage will be determined by the designated MG rep and Doug. Susan Latham will place the order. Susan will notify Chris Webb of the purchase. If it is determined that Hansen does not have a need for soil amendments at the time of the MG requisition, then MG representative will work through the normal requisition process with Chris Webb.
- Supplies and materials for the potting shed will be paid for by UCCE MG.
- Propagation efforts are split between schools, theme gardens, and field crops. Supplies and materials for the propagation efforts such as potting materials, labels, containers, scoops, etc. will be paid for by Hansen's Education budget.
- Items such as irrigation materials, and weed control materials will be paid for by Hansen through the Farm budget. Again, all irrigation purchase requests must be reviewed and approved by Doug.

House is on this side.



SECTION V
Information About Other UC Programs Sited at HAC

The University of California Cooperative Extension

What is Cooperative Extension?

The national Cooperative Extension Service was created by Congress via the Smith-Lever Act in 1914. It created a partnership between the federal government, state government, and county government, charging this tri-partite organization with taking the University to the people. The federal partner is the U.S. Department of Agriculture. The state partner is the land-grant institution, which is the University of California in our state. The county government is the third partner. Cooperative Extension has operated in Ventura County for more than ninety years, serving the land and its people.

The role of UC Cooperative Extension

Cooperative Extension (CE) offers the community access to University programs primarily in the areas of agriculture and natural resources; environmental horticulture (including the Master Gardener Program); nutrition, family, and consumer science; and youth development (4-H).

UCCE's purpose is to help groups and individuals solve problems and issues and to enrich their lives through educational programs, and disseminate useful information. For more than ninety years, UCCE has played a critical role in keeping Ventura County's number one industry, agriculture, viable and healthy. Thousands of young people have gone through our 4-H Youth Program and have become productive citizens and leaders in our communities. Many others have benefited from our educational programs in nutrition, family, and consumer science. UCCE also provides assistance to governmental agencies and community organizations in dealing with difficult environmental issues. Instead of teaching students in University classrooms, CE advisors work directly with people in their communities.

The UC Hansen Agricultural Center (HAC) is linked with UCCE in vital ways, providing a location and resources for a variety of UC research activities and applied programs. UCCE and HAC share staff and resources, and common goals. UC Advisors also teach Master Gardener classes, provide support for Helpline and offer continuing education opportunities as needed.

The role of the CE/HAC Education Team and Hansen Agricultural Center Programs

The mission of the CE/HAC Education Team is to develop and deliver high-quality educational programs for youth, family, and community populations in Ventura County. Our primary message focuses on increasing agricultural and food literacy in these populations through a variety of program types and delivery methods. Our staff has expertise in food systems education, gardening, youth development, education, nutrition, and volunteer management. Our youth programs employ the philosophical and educational tenets of 4-H Youth Development, including experiential (i.e., hands-on) learning, citizenship, leadership, and life-skills. As such, we deliver programs directly to youth, and also train extenders (educators, volunteers, etc.) to work more effectively with youth.

We utilize three volunteer bases to deliver our educational message, including 4-H YDP, Master Gardeners, and Hansen Volunteers. Our integrated staff, consisting of both UC CE/HAC and County of Ventura staff, is housed in two sites, one at the CE headquarters in the County of Ventura West Annex, and at the Hansen Agricultural Center at the historic Faulkner Farm in Santa Paula.

Ventura County 4-H Facts



4-H is a comprehensive youth development program that emphasizes citizenship, leadership skills, and life skills. Members learn by doing. The 4-H Program has several components, one being the club program where members attend both club and project meetings. Other 4-H programs exist outside of the club program.



4-H is a University of California program. The implications of this are very important. It means that 4-H has access to the vast educational resources of the University of California. In fact, UC campuses at Davis, Berkeley and Riverside have faculty members who also serve as 4-H specialists, working to develop curriculum for 4-H, other youth development organizations, and for use in schools.



4-H is more than just cows and cookin'. 4-H members can engage in dozens of educational projects, including rocketry, cultural arts, pocket pets, dog care, consumer education, marine science, communications, gardening, nutrition, and environmental science (including recycling). 4-H members can even design their own projects.

While we pride ourselves on our ability to enable youth to continue to learn traditional skills, we're opening the doors to other educational activities.



A 4-H member is as likely to win Best of Show for a pet rabbit at the Fair as they are to win Grand Champion steer. And many members don't own an animal at all. 4-H membership reflects the increasing urbanization of our county's population. More and more 4-H members are opting to enroll in dog and cat care projects. While there will always be 4-H members who enroll in market animal projects, interest in other animal projects is growing.



You don't have to live on a farm to be in 4-H. In fact, only 1/4 of our members designate themselves as being from a farm family. Most Ventura County 4-H members are urban or suburban dwellers.



We believe in community service. That's why you'll find us teaching kids at local schools how to make paper from recycled newspaper, or teaching kids about healthy breakfasts at the YMCA's Healthy Kids Day. That's why you'll find 4-H clubs from across the county planting trees, conducting beach clean-ups, donating money to disasters, and working with disadvantaged youth. In recent years, 4-H members have participated in Trick-Or-Treat-So-Others-Can-Eat food drive on Halloween night to go door to door to gather non-perishable foods for FOODShare. 4-H members help collect much of the 100,000 pounds of food that is eventually distributed to needy county residents. Many 4-H members also volunteer throughout the year at FOODShare to help sort and distribute the food donations.



We believe that our youth are capable. That's why at 4-H, and other events, including the Fair, you'll see any number of our members offering demonstrations and leading activities. Our Junior/Teen Leader program provides members the opportunity to learn leadership skills and practice those skills as they work with younger members.



The 4-H club program in Ventura County is strong. Currently, we have around 20 clubs in Ventura County. Membership in special 4-H programs, such as our 4-H Farm field trips at UC HAC, is increasing at an extremely rapid rate.



Ventura County is changing, and 4-H is changing to meet those needs. We're meeting the challenge of hanging on to our traditional strengths while embracing the new. New 4-H programs are being developed that are broadening our service base, achieving a wider appeal, and meeting needs.



Expect to see the 4-H name linked with other organizations. We believe that collaboration and cooperation are important values to teach to youth, and as an organization, we try to reflect those values. That's why you'll see our name linked with partners such as the Boys & Girls Clubs, Ventura Unified School District, and others.

Our levels of membership are defined as follows:

PRIMARY: Must be 5 years old *or* in kindergarten as of January 1st of the Program year*, but not yet 9 years old or in 4th grade. The only approved animal projects for primary members in the Ventura County 4-H are dogs, rabbits, cats, poultry, caviars, mice, embryology, entomology, marine science, and therapeutic animal projects.

JUNIOR, INTERMEDIATE, & SENIOR: Must be 9 years old *or* in 4th grade by January 1st of the Program year*, but not yet 19 years old.

For Home Schooled Children, the age criteria *only* will apply.

4-H STAFF/OFFICE INFORMATION

<p>Address: UCCE Ventura County 4-H 669 County Square Drive, Suite 100 Ventura, CA 93003-5401 Phone: 805.645.1470 Fax: 805.645.1474 Website: http://ceventura.ucdavis.edu</p>	<p>Hours: Mon.-Thurs., 8:00 to 5:00 p.m. Friday by appointment only.</p>
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**Effective July 1, 2008, the 4-H Program year for Ventura County will run July 1 through June 30th.*





UC Master Gardener Program Facts

The Master Gardeners are a service and outreach program of the University of California Cooperative Extension.

Master Gardener program mission:

- To enhance the well-being of people, plants and the environment through science-based gardening education and community outreach.

Master Gardeners are:

- Leaders who like learning and have time to share their expertise.
- Community service volunteers who love gardening and people.

You can become a certified Master Gardener by:

- Attending an orientation/program introduction session in October.
- Completing an application and interviewing with certified Master Gardeners in October or November.
- Being accepted to the program.
- Completing the live-scan fingerprinting process.
- Committing and attending horticultural training offered by UC Cooperative Extension advisors and other experts. Classes are held at the UC HAC or UC Cooperative Extension offices on Thursdays 1pm to 4:30pm, from January to mid-May.
- Completing the required volunteer hours at approved Master Gardener – including UC HAC - sites prior to graduation, which is held in December.

After graduation, you will find certified Master Gardeners volunteering in approved community gardens, leading committee work for the organization, teaching gardening classes, participating in plant sales and supporting school field trips held at the Hansen Agricultural Center.

Each year, Master Gardeners contribute more than 10,000 volunteer hours to approved gardening programs throughout Ventura County.

To learn more, visit www.vcmastergardeners.com or call 805.645.1455.

SECTION VI
Glossary

Glossary

ANR	UC Division of Agriculture and Natural Resources
CE	Cooperative Extension
DG	Demonstration Gardens
FF	Faulkner Farm
HAB	Hansen Advisory Board
HAC	Hansen Agricultural Center
HT	Hansen Trust
HV	Hansen Volunteer
LB	Large Barn
MG	Master Gardener
SB	Small Barn
TG	Theme Gardens
UC	University of California
UCCE	University of California Cooperative Extension
VC	Ventura County
VCMG	Ventura County Master Gardeners
4-H	4-H Youth Development Program

Garden Shed – where gardening tools are stored; is located next to theme gardens

Potting Shed – where Master Gardeners prepare and propagate for plant sales

Propagation Area – Covered shade house next to theme garden area