

## Kadoorie Farm & Botanic Garden

### Flora Conservation Volunteer Programme Introduction & Conditions

Date of Revision: 2 April, 2015

#### Work Sections

##### **1. Horticulture and nursery work**

- Planting and gardening work, including preparation for the planting materials.
- Record and check stock of seedlings.
- Data entry.
- Assist in horticulture activities and workshops.

##### **2. Recording plants and other features**

- Bi-weekly update of list of plants at KFBG.
- Photographing plants in flower and fruit on/off site.
- Recording features in KFBG using GPS (plants, trails, etc.).
- Identify vegetation coverage within and outside KFBG using GIS and remote sensing.

##### **3. Herbarium**

- Assist in mounting and labelling plant specimens.
- Data entry of plant collection records into database.
- Geo-referencing of specimens and distribution records.
- Scanning specimens.
- Identification of plant specimens.
- Other general work in the herbarium.

##### **4. Scientific research / Conservation projects**

- Participating in tree planting activities.
- Taking part in field work within KFBG, e.g. surveying plant diversity.
- Measurement of seedling growth performance in the plant nursery and in the field.
- Participating in field trips to collect and process samples (seeds, vouchers, silica samples, etc.)
- Assisting with tree measurements and other relevant field measurements.
- Tagging and measuring trees in transects and plots.
- Monitoring, video recording and photographing pollination of orchids and other rare plants.
- Assist in sample and experiment preparation in the laboratory.
- Data entry.

##### **5. Tree Management**

- Assisting in tree survey in designated areas in KFBG.
- Taking photographs of trees for record.
- Data entry.

\*Working days are normally from Monday to Saturday

## **Requirements**

- 1) Under Immigration Regulations, a person who volunteers in Hong Kong should possess a valid Hong Kong Identity Card or a Training Visa approved by the HK Immigration Department.
- 2) Applicants for volunteer positions must be at least 16 and under 65 years old.

**\*\*Document must be presented to the relevant staff for identity verification on the first day of volunteer work. Volunteers also need to sign an agreement to confirm that they have read, understood and would follow the conditions in the <<Flora Conservation Volunteer Programme Introduction & Conditions>>.**

## **Application Procedures & Recognition**

- 1) Applicants should submit a completed Volunteer Application Form and an application letter. Applicants who do not provide comprehensive information may fail in the application.

\* All personal particulars provided will be kept confidential and only used for the purposes of the "KFBG Flora Conservation Volunteer Programme".

- 2) The application will be passed to the staff who is responsible for the volunteer program once received.
- 3) Once the application is accepted, the applicant will receive a "Training Volunteer Confirmation Notice" by email, and be regarded as the training volunteer and get a volunteer number. Training volunteers can apply specific activities and accumulate service hours.
- 4) In the first 18 hours of volunteer service, staff will assess the performance of the training volunteer, and decide whether to accept him/her to be the registered volunteer. Once the training volunteer passes our assessment, she/he will receive a "Registered Volunteer Confirmation Notice" by email and be our registered volunteer.
- 5) Training workshops will be held periodically and open to registered volunteers to apply. Volunteer work will be arranged to well-trained registered volunteers based on their interests, skills and our needs.
- 6) Applicants may need to have an interview for some volunteer works.

## **General Conditions:**

- 1) Activity nature, contents and precautions of the volunteer activities will be listed in the activity announcements. Applicants should read and understand the

announcement thoroughly. Our staff reserves the rights to terminate the volunteer services if their performance fail to meet our requirements.

- 2) Volunteers should wear the temporary work permits at all times. The temporary work permit remains the property of the Flora Conservation Department and should be returned at the end of the activity day.
- 3) Volunteers are only allowed to access specific activity areas and areas that authorized by relevant staff.
- 4) Volunteers should prepare suitable outfit for the activity. In normal situation, drinking water, hat, towel, gloves, sun block, mosquito repellent, long sleeves shirt and trousers, sport shoes and raincoat are recommended. The staff can refuse the volunteer to join the activity if he/she does not dress properly.
- 5) Volunteers should use the safety equipment and tools provided for the activity.
- 6) Volunteers should follow instructions from staff, and all KFBG safety and operation protocols during the activity.
- 7) In ensuring the volunteer have the maximum protection, volunteers are recommended to take out appropriate insurance (e.g. personal accident insurance policy). Flora Conservation Volunteers should be responsible for managing their own risk when performing duties.
- 8) Information of the volunteer activity will be announced regularly through emails. Volunteers should apply with volunteer number, name and other information requested. Volunteers who do not provide comprehensive information may fail in the application.
- 9) Volunteers who apply the activity successfully will receive confirmation emails on an assigned date. Otherwise, the application is assumed to be unsuccessful.
- 10) Volunteers are expected to attend the activity on time. If the volunteer cannot make it, please inform the staff through email or telephone at least one hour in advance.
- 11) Volunteers status may be terminated and removed from the volunteer list in the following circumstances:
  - i) Always late without acceptable reasons and advanced notification; or
  - ii) Absent without acceptable reasons and advanced notification; or
  - iii) Performance cannot meet our requirements; or

- iv) Unable to accumulate 18 service hours within a year from the date we send you the "Training Volunteer Confirmation Notice"; or
- v) Never join an activity within a year; or
- vi) Volunteers contravene any conditions above.

\*A "Termination Notice of Volunteer Status" will be sent to the volunteer who is removed from the volunteer list.

- 12) People who have been removed from the volunteer list should re-apply for it if they would like to be Flora Conservation Volunteer again.
- 13) Unless agreement is made in advance. Otherwise, our staff will not sign any documents for volunteers.

### **Lunch Arrangement**

- 1) A free lunch will be arranged to training and registered volunteers who perform at least 4.5 service hours on the service day.
- 2) Lunch will not be arranged to training and registered volunteers who perform less than 4.5 service hours on the service day. Please bring your own lunch.
- 3) Volunteer training will not be regarded as volunteer work. Please bring your own lunch.
- 4) Lunch arrangement will depend on the actual situation. Our staff will inform affected volunteers in the first instant if change required.

### **Allowance**

- 1) Allowance will be provided to training and registered volunteers in no more than HK\$100 on service day.
  - i) Volunteers who completed a whole day service will receive HK\$100;
  - ii) Volunteers who did not complete a whole day service, e.g. late for more than 15 minutes, join in the mid of the activity or leave earlier, will receive HK\$50.
- 2) The allowance would not be considered as salary.
- 3) The allowance will be distributed by staff at the end of the service. Volunteers should provide ID number and sign when receiving the allowance.
- 4) Volunteer training will not be considered as volunteer work. Allowance will not be provided to volunteer training.