

## Step by Step process to easily and successfully complete your volunteer application process

---

**Step 1:** Complete the on-line application.

After completing and submitting your Cheyenne Botanic Gardens online application form, return to the Volunteer web page to continue this check list.

You must submit all city paperwork listed below to the Volunteer Coordinator via email at, [trudy@botanic.org](mailto:trudy@botanic.org), *OR* drop them off in person, *OR* mail them to the Botanic Gardens address, 710 S. Lions Park Drive, Cheyenne, WY 82001, c/o Trudy Fox.

**Step 2:** Complete the City Volunteer packet.

The Cheyenne Botanic Gardens operates as a division of the City of Cheyenne Community Recreation & Events Department, and because we work with youth, youth-at-risk clients, and people with disabilities, our Human Resources office requires all volunteers to complete a background check and finger printing.

**Step 3:** Make your appointment with the Wyoming Division of Criminal Investigation for finger printing.

**Step 4:** Complete the Volunteer Photo Release Form.

**Step 5:** Make a copy of the **FRONT** and **BACK** of your valid Driver's License.

**Step 6:** After completing the

1. city forms,
2. photo release form,
3. scheduling and completing your finger printing and
4. copying your driver's license, submit all forms together to the Cheyenne Botanic Gardens Volunteer Coordinator.

Upon receiving your application paperwork, the Volunteer Coordinator will submit your paperwork to the Human Resources office for their approval. Upon HR approval the Volunteer Coordinator will contact you to schedule an interview. Please allow a half hour interview time. The interview helps us learn more about you and to find the right placement for your skills, time and talent.

When accepted for a volunteer assignment, you will receive a handbook, orientation schedule and Meet the Staff sheet.