



VOLUNTEER UNIFORM POLICY & AGREEMENT

Each new volunteer will be issued uniform which includes a long-sleeved shirt, a jacket and bucket hat.

All volunteers will be issued an official name tag to be worn when you are working in the Gardens, Friends Nursery and at any official FGBG function.

Uniforms are provided at no cost to you. Uniforms are considered Friends of Geelong Botanic Gardens (FGBG) property. Upon issuance, uniforms become the responsibility of the volunteer but owned by FGBG.

You agree that, as a volunteer of FGBG you will wear the designated uniform declared here and represent the FGBG and Geelong Botanic Gardens/ City of Greater Geelong brand by upholding a professional image.

By signing, you agree to the following policy regarding uniforms:

- Uniforms will be kept neat, clean and in good condition at all times.
- Volunteers are responsible for the proper maintenance, laundering and care of these items. This includes laundering the uniform regularly.
- If the uniform needs to be replaced owing to normal wear and tear, the association will replace it at no expense to the volunteer.
- If anything outside of normal wear and tear results in the need for a replacement, the replacement will be at the volunteer's expense.
- During the course of volunteering, all uniforms will remain the property of FGBG
- Upon termination of volunteering if the uniform is under 5 years old, or upon management request, uniforms are expected to be returned in a reasonable state and in their entirety. Uniforms over 5 years old do not need to be returned.

If volunteers have questions regarding this policy or its implementation, they should contact the FGBG Committee of Management

Procedure:

This form to be completed and returned it to the FGBG Office

VOLUNTEER UNIFORM DISTRIBUTION

Name

Volunteer Group

- Growers
- Guides
- Heritage Rose Growers
- Perennial Border
- Weeders
- Committee, Events, Library

Uniform supplied on loan:

- | | | | | | | | |
|--------------------------|--------|--------|----|----|----|----|-----|
| <input type="checkbox"/> | Shirt | Ladies | 8 | 12 | 14 | 16 | 18 |
| <input type="checkbox"/> | Shirt | Mens | XS | S | M | L | XL |
| <input type="checkbox"/> | Hat | | 55 | 57 | 59 | 61 | |
| <input type="checkbox"/> | Jacket | | S | M | L | XL | XXL |

I understand that the items which are on loan remain the property of the Friends of Geelong Botanic Gardens for five years.

If I cease my volunteer role with the Friends within five years, these items are to be returned to the Friends in good condition.

If any item is damaged, please advise the Committee, in writing immediately.

Signed

Date