



2016 PHS Flower Show Volunteer Opportunities

FS Make and Take Help Show guests make fun accessories to wear at the Show—and everywhere else! A variety of material is provided to allow guests to express their unique sense of style. Assist Show guests as they create terrariums—plants and material provided. No horticultural or plant knowledge required. Background checks required.*

Butterfly Experience Greet Show guests, collect money, quickly make change, give and collect tickets while controlling the flow of guests into the room. Help guests enjoy the experience of being surrounded by exquisite butterflies—may instruct guests on feeding butterflies and share information about tropical butterflies. Background checks required.*

FS Garden Tea In the midst of comfortable and elegant ambience, volunteers will set tables for guests, stock serving tables, serve tea and food, replenish hot water, teabags, and lemon, and clean tables when guests leave. Volunteers must be able to stand for extended periods. Minor lifting and bending are required. (Strong men are most welcome for the lifting and bending aspects of set-up.)

PHS Membership Ambassador Greet guests as they enter the Pennsylvania Convention Center before they purchase a ticket. Tell them a PHS Membership comes with Flower Show tickets for only a dollar more than the price of the tickets themselves. Direct guests to the Membership Booth where they can purchase a membership and get their tickets. You will not be explaining levels of membership or handling transactions. You must be a PHS Member to volunteer as a Membership Ambassador.

FS Horticulture Aide Help exhibitors enter their plants and keep track of plant entries in the horticourt. Attention to detail and an ability to keep calm under pressure are essential. If you like solving problems and are accurate with numbers (accountants, office managers, billing department staff, bank tellers, numerical data entry, librarians, Sudoku aficionados), you're needed as a Recorder (aka Horticulture Aide). A training session is provided at the Show. No horticulture or plant knowledge required.

Horticulture Stager After the plant entry process, place plants of all sizes, shapes, and weights in beds and on shelves and benches in the horticourt. Volunteers must be able to stand for extended periods. Lifting and bending are required. Strength and agility (and, at times, height) are extremely helpful. No horticulture or plant knowledge required.

FS Parking Manager Provide the important first impression for Show guests who come on tour buses. Greet buses outside at the 12th Street entrance to the convention center welcoming guests and reminding them where to meet their buses when it's time to leave. Give bus drivers a card with a letter (A or B) indicating the location where they are to pick up their passengers at the end of the day and provide directions to the parking lot where they can leave their bus until it's time to pick up. Keep a daily tally of the number of buses that drop off passengers. There are morning and afternoon shifts available. It's helpful to be familiar with the City's traffic flow near the convention center.

PHS Promotional Material Distribution Distribute posters, flyers, and other printed material promoting the Flower Show to businesses, organizations, and homes in your neighborhood.

PHS Flower Show Store Match shoppers with the right product and provide friendly customer service. Prior to the Show, there are opportunities to help with pricing and display. Retail experience is helpful. Cash register experience is an asset. Attendance at a training session prior to the Show is required.



***PHS VOLUNTEER POLICY CONCERNING CHILD PROTECTION**

PHS is committed to providing a safe environment for children. In compliance with the Pennsylvania Child Protective Services Law, PHS requires a Pennsylvania Child Abuse History Clearance and a Pennsylvania State Police Criminal Record Check for all volunteers who may have direct contact with children at a PHS event. In addition, other clearances may be required based on years of residence in Pennsylvania as mandated by Pennsylvania State Law.

All PHS volunteers who have direct contact with children are required to obtain the following clearances:

- 1. Pennsylvania State Criminal Record Check (Free)**
- 2. Pennsylvania Child Abuse History Clearance (Free)**

If the volunteer has not lived in Pennsylvania for ten years or if volunteer's permanent residence is outside Pennsylvania, an FBI Fingerprint Clearance (\$27.50) is required.

These clearances are good for a period of five years.

[Instructions and links to apply for these three clearances can be found here.](#)

The volunteer is responsible for completing each background check application and submitting the results to PHS, where the records will be stored to protect confidentiality. PHS will not share this information. Please email clearances together at one time to CPSL@pennhort.org or mail them together to:

**PHS, ATTN: Volunteer Manager
100 N. 20th Street, 5th Floor
Philadelphia, PA 19103-1495**

Important: Please make sure you retain a copy of each background check for yourself. The original clearances are yours to keep and may be used to apply for volunteer (unpaid) positions with other organizations. If you have clearances that are less than one-year-old, you may use them instead of securing new clearances.