



Program Description: Culinary Garden Docent Team

PURPOSE OF THE CULINARY GARDEN DOCENT TEAM

To provide unbiased, research-based, locally relevant gardening information to the visitors of the San Antonio Botanical Gardens (SABOT) Culinary Gardens. Days of service are determined by the SABOT and AgriLife Extension and include special SABOT events such as Citrus Day, Viva Fiesta, Pepper Day, Viva Botanica.

DESCRIPTION AND DUTIES OF THE CULINARY GARDEN DOCENT

Bexar County Master Gardeners (BCMG) Docents educate visitors at the SABOT Culinary Garden through sharing research-based specific information about the current garden plants as well as connecting visitors to Texas A&M AgriLife Extension Service and BCMG websites for locally relevant horticultural information.

New Docents must:

- Sign up and attend a new docent training at the SABOT. Those dates will be posted on the BCMG VMS Culinary Garden Docents Calendar and in the Leaflet publication.
- Work with a veteran docent to gain experience in the Culinary Garden.

Docent Volunteer Procedures:

1. Sign up for a volunteer date on the VMS Culinary Garden Calendar
2. Wear BCMG badges; BCMG aprons and shirts are optional, but preferred. Wear comfortable shoes, and hats, if needed.
3. Store valuables in lockers that are available in the SABOT Culinary Garden hall (lock and keep key).
4. Sign in on the SABOT Volunteer Binder for SABOT and BCMG collection of hours and educational contacts. This binder is in the cabinet next to the lockers.
5. Pick up the current Culinary Garden Plant descriptions “key ring” and a “clicker” to record the number of visitors to whom you provide educational information about plants and/or AgriLife educational resources. These resources are in the cabinet next to the lockers with the Volunteer Binder.
6. Welcome visitors and provide education about plants in the Culinary Garden using the seasonal Culinary Garden Plant “key ring.” Only these educational engagements are to be counted on the “clicker.”
7. After completing your volunteer shift, record the visitor educational encounters from your “clicker”, and the hours spent volunteering in Volunteer Binder, located in the volunteer cabinet next to the lockers.
8. Record the volunteer hours in VMS, using Code 0150.

DESCRIPTION AND DUTIES OF THE CULINARY GARDENS DOCENT PROGRAM COORDINATOR

The Program Coordinators manage the communications and trainings for the docents and act as a liaisons between the San Antonio Botanical Garden (SABOT) and the Bexar County Master Gardeners.

The Program Coordinators may designate and train Assistants to aid in these duties and to take over the Program Coordinators responsibilities if the need arises.

Culinary Garden Program Coordinator duties:

- Make sure records of all docents shifts in the Culinary Gardens are kept current
- Designate and train an Assistant Coordinator to aid in these duties
- Use announcements in the BCMG Leaflet to recruit new Culinary Garden Docents as needed to be trained.
- Provide training for new docents as needed, as well as Fall and Spring new crop training for veteran docents. Provide make-up trainings for those who are unable to attend.
- Use the Volunteer sign in sheet with hours and visitor educational engagements to report monthly to:
 - Volunteer Coordinator at SABOT
 - David Rodriguez, AgriLife Extension Agent - Horticulture
 - BCMG Board of Directors