



Pittsburgh Sakura Project Volunteer Handbook

About Pittsburgh Sakura Project

The Pittsburgh Sakura Project (PSP) is an independent nonprofit organization founded in 2008. We plant and maintain 250 ornamental cheery trees and other park trees in Allegheny County's North Park, from 2009 onwards.

As the unofficial national flower of Japan, cherry blossoms symbolize many things, such as delicate beauty and transience, new beginnings, and friendship between the US and Japan. Our aim is to share the love of cherry blossoms and enjoy beautiful, mature cherry trees in the Pittsburgh area.

Email Address: sakurapghboard@gmail.com

Volunteer Tasks/Responsibilities

(Tree Maintenance---- At North Park)

1. Planting (November)
2. Watering (Summer)
3. Pruning (Fall)
4. Weeding (April – June)

5. Fertilizing (April)

(Office Work)

1. Social networking assistant

Organization Rules and Policies

1. Volunteers must follow PSP's rules and policies and board members' guidance and instructions.
2. PSP works with the Allegheny County Parks Department and Arimoto +Mercer LLC. Volunteers **must** follow North Park's rules and regulations. Also, volunteers **must** follow Arimoto + Mercer LLC's guidance and instructions. Volunteers who do not follow these rules (1 and 2) will be terminated from their role as a volunteer.
3. Volunteers shall not cut any trees or dig ground without permission of the Allegheny County Parks Department.
4. Volunteers shall not smoke, drink alcohol, or use any illegal drugs at the park during volunteer work.
5. Volunteers shall not use any PSP tools for private purposes.
6. Volunteers must register before the work session and check in before beginning working at any given work session. Additionally, volunteers must attend training sessions before starting projects and always work as a group unless otherwise instructed by board members.
7. If volunteers are injured during a project, they must report to one of the supervising board members immediately.

Registration

PSP will post each work session on our Homepage and/or Facebook. If you want to attend a work session, please email our official Sakura Project email address (sakurapghboard@gmail.com). If you are unable to attend the work session for which you registered, contact us about your absence.

Dress Code

We recommend volunteers working at North Park wear active wear and waterproof shoes. During the summer, we also recommend using sunscreen and bringing a water bottle to stay hydrated. We have gardening tools and gloves available for volunteer use. *

*Gardening gloves are not sufficient for protection from cold temperatures in the winter. Please bring additional hand protection if volunteering outdoors during winter months.

Transportation and Parking

PSP does not provide any transportation to and from North Park. During the spring and summer, North Park will have roadblocks for events. Because of these roadblocks, it will be very difficult to find parking spots. We will try to provide information about these events before the workday on Facebook so you can arrange your travel accordingly. You cannot park on any grassy areas. Additionally, **PSP will not take any responsibility** for any automobile-related accidents including but not limited to accidents occurring during the commute to and/or from North Park and accidents occurring at North Park parking lots. Please drive safely.

Work Session Cancellation

We may cancel a work session due to inclement weather conditions or for other reasons. If we cancel a work session, we will make a post about the cancellation a day before the workday around 8PM on Facebook. Please check our Facebook for the most up-to-date information.

Reimbursement

PSP volunteers hold an unpaid position. We will not reimburse you for your work. We will also not reimburse you for personal expenses including but not limited to gasoline, toll fees, private gardening tools, and private meals. However, if a board member requests and authorizes a volunteer to purchase goods for PSP, we will reimburse you for the cost of those goods. In this case, you must submit a receipt to the accounting department within 30 days.

Minor Volunteer

If you are under 18 years old, you need a supervisor (such as a parent or teacher) to accompany you to work with us on our projects.

For high school and college students, upon your request, PSP can issue a certificate of volunteer hours. You can request a certificate for these hours from one of our board members.