



Master Gardener Program

December 15, 2011

Dear Applicant,

Thank you for your interest in the WSU Master Gardener Program in Grays Harbor and Pacific Counties. The Master Gardener Program originated in Washington State in 1973 and has now been adopted throughout the United States and Canada. This organization is committed to fostering the enjoyment of home gardening through education. There is a perception that to become a Master Gardener you must know everything about gardening. This is unrealistic and untrue. You may have gardening experience, more importantly, you should have the drive and commitment to be a lifelong learner and have a willingness to share information.

While this program certainly offers gardeners opportunities to gain personal knowledge in a variety of different gardening subjects, our primary focus is to develop community educators. Once trained, Master Gardener volunteers help deliver information related to sustainable gardening, composting, and low-impact landscaping; as well as diagnosing plant diseases and identifying insects/pests. We provide a number of different venues, including demonstration gardens, workshops, and clinics, for volunteers to deliver the information. The Master Gardener training will teach you how to access even more resources for those subjects you may not know much about. You will join Master Gardeners who have very diverse backgrounds in gardening expertise and interests. As a result of this diversity you will have fun learning from one another while making lifelong friendships.

Enclosed is an application and fact sheet describing the WSU Grays Harbor/Pacific Counties' Master Gardener Program. To be accepted into the program, you must fill out & send in an application and attend the orientation session February 25th. The orientation session will help you determine if becoming a WSU Master Gardener volunteer is a program to which you would like to belong. You will be given the time and location when your application is accepted.

The Grays Harbor/Pacific Counties' Master Gardener training is nine sessions over 4 months, covering 24 topics from the basics of botany and soils to the complexities of entomology and plant disease recognition. The Master Gardener training is based on non-biased, scientific research from WSU.

Please return your completed application as soon as possible, but no later than **Monday, February 20, 2012**. I look forward to meeting you at the orientation session. In the meantime, if you have any questions, please contact Jo Beard by email at jrkjs@comcast.net or by phone at 533.0154.

Don Tapio
WSU Extension Agent
Grays Harbor/Pacific Counties

WSU Extension Master Gardener Program Fact Sheet

Basics of the Program: Master Gardener Volunteers provide professional, unbiased, research-based home gardening and horticulture information to the public. In order to prepare volunteers for this role, WSU Extension trains committed gardeners in basic botany, integrated pest management, soil science, plant identification, pest and disease diagnosis, and more. Master Gardeners are neither paid for their community service, nor are they allowed to use their status for personal/business gain.

Being a WSU Master Gardener, you will have access to the most up-to-date gardening information and research going on at WSU. You will have the opportunity to work with other volunteers who share many of your interests and make lifelong friends. Master Gardener volunteers work hard and have a lot of fun doing so. You will be viewed within your community as a key resource who provides environmentally friendly gardening practices. You will not be expected to know everything there is to know about gardening. However, you will be taught to access WSU approved information in order to respond to clientele requests. We are looking for volunteers who enjoy and want to share gardening knowledge with those around them.

General Membership Meetings- These are held the second Tuesday of the month, 9:30-noon, in Grays Harbor and the second Wednesday of the month, 1-3pm, in Raymond. You may attend either or both.

Scope of the Volunteer Work: Trained and certified WSU Grays Harbor/Pacific Counties' Volunteers are educators and community leaders. They answer questions and give advice to home gardeners on plant disease and identification, plant care, pest management, sustainable gardening and many associated topics. This is accomplished through various formal and informal activities, including, but not limited to:

- Master Gardener Plant Clinics
- Grays Harbor Master Gardener Demonstration Garden in Elma
- Other Outreach Programs (public presentations and education projects)

We have community outreach activities available both during the week and on weekends.

Training Details: The training program involves the February 25th orientation session and nine Saturday classes held every two weeks through the end of June. Classes will be held in various locations in Grays Harbor and Pacific counties.

In preparation for each Saturday class there will be reading assignments and on-line activities. Completion of all on-line assignments is required. You only need basic computer skills to do the on-line component of the training. Trainees will be assigned a mentor to assist them.

Saturday sessions consist of educational activities that enhance information presented in the on-line modules. **Attendance is required on Saturdays.**

Schedule: Classes are every two weeks beginning Saturday, February 25th and run through Saturday, June 30th. All sessions begin at 9am and end at 3:30pm with 30 minutes for lunch. Bring your own lunch. Coffee and tea will be provided.

Where: Saturday classes will meet at various location is Grays Harbor and Pacific County.

- **Class fee:** The cost for the 2012 training is \$145.00. You will write one check to WSU Grays Harbor/Pacific Counties for \$75 and you must have a \$70 Visa cash card or credit card to register for the WSU on-line portion of the training. **Please do not send payment with your application.** For those who are accepted into the program these fees will be due at orientation on February 25th. Receipts will be issued. Payment plans and a limited number of scholarships are available.

A Non-Volunteer Track (for professional or personal enrichment with no desire of volunteering) is also available. The cost is \$250 and space is limited.

- **Application Process:** Included with this packet of information is the 2012 application. We will accept applications through the end of business on February 20th. Our goal is to train 50 new Master Gardener trainees in the 2012 class. You are urged to return your application as promptly as possible. Due to the large quantity of applications received, we cannot accept all that apply. Applicants not accepted for this class will be notified as soon as possible.

Applications will be reviewed and acceptance into the program will be based on the following criteria:

1. A complete, signed application received by February 20, 2012.
 2. The skills that you can bring to our program. Please make sure you highlight these skills in your application.
 3. Having access to high speed (not dial up) internet and having an email account.
 4. Your availability to attend all classes, complete all assignments, and complete the 60 hour volunteer hour requirement.
 5. Applicants must submit, as part of their application, a Criminal Background Disclosure Form. Acceptance into the Master Gardener Volunteer Training Program is contingent upon the report from the Washington State Patrol. All information is confidential.
- **Volunteer Service Internship:** In addition to class and on-line training, all interns are required to complete 60 hours of approved volunteer service as Master Gardener interns by September 30, 2013. You will be able to complete up to ten hours before you complete your training. If you do not complete the 60 hours the first year, you must pay an additional \$200.

After you finish the internship requirements, to remain a certified Master Gardener, the volunteer commitment is 35 hours per year. 25 of the 35 hours are volunteer hours and 10 hours continuing education credits per year. Those interns who attend all training sessions, complete on-line training sessions, and complete their volunteer service hours will become a certified Master Gardener. (These conditions are not applicable to the Non-Volunteer Track.)

- **Training Materials:** Training materials are included in your \$145 class fee. This includes your on-line class registration fee, Master Gardener Manual, and other publications/handouts. This fee also covers all room rental fees, speaker fees, and lesson supplies.

- **You will need to provide/find:** High speed internet access. Paper for notes, and a pencil or pen to write with. The classroom is comfortable and should not require coats or sweaters, but be prepared if you often get cold or overheated; dress in layers is always the recommendation. In addition to in class activities, we will be engaging in outside, hands-on activities when appropriate.
- **Computer Technology:** The use of computer technology is now a mandatory element of the WSU Master Gardener Training Program. You must have access to the internet (including an e-mail address), preferably with high-speed connection. Email and Internet access are relied on as communication and learning tools. The use of these resources is important in the volunteer work. The Master Gardener program is happy to pair you up with someone who is proficient in computer systems if you need help.
- **Expectations:** You are expected to attend all Saturday classes. Please arrive early enough to be ready for class to begin at 9:00 each day at the location provided on the course schedule. The class will be held until 3:30pm, so if childcare arrangements need to be made, please allow yourself adequate time to be able to pick up or drop off prior to or after class. You will be prepared for each class by having watched the on-line modules and read through the materials provided to you in advance or as noted on the course schedule. You will have completed the weekly quizzes and finish all given assignments. An “open book”, on-line final exam will be given at the end of the training session.
- **Mentor Program:** Mentors are provided to help trainees with questions and concerns and become comfortable with the WSU Master Gardener program. Mentors are veteran Master Gardeners.
- **Volunteer Opportunities:** During the class there will be time to discuss volunteer opportunities and options for completing the 60-hour internship. A limited number of hours can be completed prior to completion of training.
- **Program Contact Information:** If you have any questions or need additional information, please contact: Jo Beard at jrkjs@comcast.net or by phone at 533.0154.



Master Gardener Program

**WASHINGTON STATE UNIVERSITY
EXTENSION**

Extension programs and policies are consistent with federal and state laws and regulations on nondiscrimination regarding race, sex, religion, age, color, creed, and national or ethnic origin; physical, mental, or sensory disability; marital status or sexual orientation; and status as a Vietnam-era or disabled veteran. Evidence of noncompliance may be reported through your local WSU Extension office.

VOLUNTEER APPLICATION FORM
(To be completed by all potential Volunteers)

I. GENERAL INFORMATION

Name: _____
(First) (Middle) (Last) (Maiden)

Mailing Address _____
(Street) (City) (Zip)

Phone: Day: () _____ Best Time to Call: _____
Eve: () _____ Best Time to Call: _____

Email: _____

Length of time at this address (years): _____

Date of Birth (MM/DD/YY): _____

II. WSU Master Gardener Program Application

WSU Extension

Please list any times you would not be available for volunteer work (work schedules, anticipated trips, other commitments)

Training/education completed

- High school
- Technical/trade school (major studies) _____
- 2-year community college (major studies) _____
- 4-year college (major studies) _____
- Horticulture degrees, training or certifications (specify) _____

Horticulture and gardening experience (any personal, volunteer or work experience)

How many years of experience? _____

Specific horticulture expertise: (please check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> annuals | <input type="checkbox"/> trees and shrubs |
| <input type="checkbox"/> perennials | <input type="checkbox"/> pruning |
| <input type="checkbox"/> roses | <input type="checkbox"/> soils |
| <input type="checkbox"/> lawns | <input type="checkbox"/> composting |
| <input type="checkbox"/> ornamental grasses | <input type="checkbox"/> propagation |
| <input type="checkbox"/> native plants | <input type="checkbox"/> greenhouses |
| <input type="checkbox"/> wildlife habitat | <input type="checkbox"/> container gardening |
| <input type="checkbox"/> vegetables | <input type="checkbox"/> insects |
| <input type="checkbox"/> herbs | <input type="checkbox"/> plant diseases |
| <input type="checkbox"/> houseplants | <input type="checkbox"/> weeds |
| <input type="checkbox"/> fruit trees | <input type="checkbox"/> landscape design |
| <input type="checkbox"/> berries and grapes | <input type="checkbox"/> water gardens |

Affiliations related to horticulture

Volunteer experience in the community

In your volunteer role, with whom do you prefer to work?

elementary age youth teens adults any

Other skills, interests or experience

- | | |
|---|---|
| <input type="checkbox"/> computers | <input type="checkbox"/> proofreading |
| <input type="checkbox"/> website development | <input type="checkbox"/> marketing/fundraising |
| <input type="checkbox"/> artwork, displays | <input type="checkbox"/> research/data collection |
| <input type="checkbox"/> photography | <input type="checkbox"/> public speaking/teaching |
| <input type="checkbox"/> drawing/illustrating | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> writing//publishing | |

Specific information on any of the above skills

Are there any volunteer activities in which you are unwilling or unable to participate?

Why do you wish to become a WSU Master Gardener volunteer?

Do you have a health or medical condition that we need to accommodate for training? Please explain.

If you are able to speak, read, or write a language other than English, please list (including American Sign Language)

Do you have access to a computer with high speed internet and have an e-mail address? _____
If no, are you willing to get an e-mail address and find access to a computer? _____
Do you have a Mac _____ or PC _____? Do you have a laptop? _____

Do you have the time to commit a minimum of 60 hours of volunteer work during your first year in the program? _____yes _____no

Attendance at the Saturday classes is required. Can you attend **all** of the Saturday classes? _____

How did you learn about the WSU Master Gardener Program? _____

Any other information about yourself you would like us to have?

Fill out this application and the form below. Mail both to:
Don Tapio
WSU Master Gardener Application
PO Box 3018
Elma WA 98541

Please retain a copy of this application for your records.

If you have any questions- please call Don Tapio at 360.482.2934

The class fee of \$75 AND a Visa gift card or credit card for \$70 for the online registration fee is required at the orientation meeting. Send NO payment with this application.

III. PERSONAL REFERENCES

Have you ever been convicted of a misdemeanor or a felony? ___ Yes ___ No

If yes, please give date, nature, and disposition of offense.

Has anyone living at your residence been convicted of a misdemeanor or a felony? ____

If yes, please give date, nature, and disposition of offense.

Please note: A criminal record will be considered as it relates to specifics of the volunteer position for which you are applying. A criminal record may prevent an individual from volunteering, depending on the nature of the offense.

References: List non-family members who have knowledge of your skills, abilities, and qualifications. Individuals should have worked with you on projects and activities and/or have direct experience with or knowledge of your qualifications. Please provide complete addresses and phone numbers.

Name: _____
Phone _____ Relationship _____ Home Phone _____ Work _____
Address: _____
(Street) (City) (State) (Zip)

Name: _____
Phone _____ Relationship _____ Home Phone _____ Work _____
Address: _____
(Street) (City) (State) (Zip)

Name: _____
Phone _____ Relationship _____ Home Phone _____ Work _____
Address: _____
(Street) (City) (State) (Zip)

I authorize the contact of listed references and understand that a criminal background check will be completed prior to final consideration of my application to volunteer. I understand that misrepresentation or omission of required information is just cause for non-appointment as a volunteer with Washington State University Extension. I understand that I serve at the pleasure of the Washington State University Extension and agree to abide by the policies of Washington State University Extension and individual program areas and to fulfill the volunteer responsibilities to the best of my ability.

Applicant Signature: _____ Date: _____