



*Master Gardener Program*

May 15, 2010

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, but more importantly, you should have the drive and commitment in being a life long 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 also teach you how to access even more resources for those subjects you may not know too much about. You will become part of the Master Gardeners who have very diverse backgrounds of 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 an application and attend one of four required orientation sessions. The orientation sessions will help you determine if becoming a WSU Master Gardener volunteer is a good fit for you. Orientation session dates, times, and locations are located inside the enclosed application packet.

The Grays Harbor/Pacific Counties' Master Gardener training is sixteen sessions over 8 weeks, 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, no later than **Friday, August 20, 2010**. I look forward to meeting you at one of the orientation sessions. In the mean time, if you have any questions, please contact Jo Beard by email at [jrkjs@msn.com](mailto:jrkjs@msn.com) 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 life long friends. Master Gardener volunteers work hard but also have a lot of fun doing so. You will be viewed within your community as a key resource in providing 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.

**Scope of the Volunteer Work:** Trained and certified WSU Grays Harbor/Pacific Counties' Volunteers are educators and community leaders. Importantly, 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
- Grays Harbor College Riverview Campus Greenhouse
- Monthly meetings- the second Tuesday, 9:30-noon, in Grays Harbor and the second Wednesday, 1-3pm in Raymond.
- Other Outreach Programs (public presentations and education projects)

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

**Training Details:** The training program involves 8 weeks of Monday and Thursday classes.

The Monday sessions will cover the on-line component of the training. Completion of all the 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.

Thursday sessions consist of educational activities that review and enhance information presented in the on-line modules. Attendance is required on Thursdays.

**Schedule:** Classes begin Monday, September 13 and run through Thursday, November 4. All sessions begin at 9am and end at 3:30pm with 30 minutes for lunch. Please bring your own lunch. Coffee and tea will be provided.

**Where:** Mondays you will meet in small groups, at a location of your choice:

- Hoquiam Library
- Montesano Library
- Riverview Campus/Raymond
- Ocean Shores (TBD)

Thursday classes will be whole class & will meet at the Cosi Lions Club, unless a field trip is scheduled.

- **Class fee:** The cost for the 2010 training is \$125.00. **Please do not send payment with your application.** For those who are accepted into the program this fee will be due at the orientation scheduled in your area. Receipts will be issued. 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 2010 application. We will accept applications up through the end of the August 20th business day. Our goal is to be able to train 50 new Master Gardener trainees in the 2010 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 and received application August 20, 2010.
  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 have 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 time all interns are required to complete 60 hours of approved volunteer service within their first year as Master Gardeners (between November 5, 2010 and October 31, 2011). 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 “your choice” volunteer hours and 10 hours will be continuing education credits per year. These hours can be served throughout the various program elements. 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 for those in the Non-Volunteer Track.
- **Training Materials:** All training materials are included in your \$125 class fee. This includes your on-line class registration fee, Sustainable Gardening Handbook, and other publications/handouts. This fee also covers all room rental fees, speaker fees, and lesson supplies. (You will write one check to WSU Grays Harbor/Pacific Counties for \$75 and you must have a \$50 Visa cash card or credit card to register for the on-line portion of the training.) You will also receive a nametag that we ask you to wear at all times during training and other Master Gardener functions.
- **You will need to provide/find:** 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 opportunities when appropriate. Advanced notice of these outside activities will be provided.
- **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 often continues to be important in the volunteer capacity. 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 Thursday classes where we meet as a group. Please arrive early enough to be ready for class to begin at 9:00 each day at the location provided on the course schedule. Please note that 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. We expect you to be prepared for each class having read through the materials provided to you in advance or as noted on the course schedule. We expect that 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:** The 2010 Training will have a mentoring component designed to create a more complete educational experience, and facilitate volunteer participation of trainees. Mentors will be veteran Master Gardeners.
- **Volunteer Opportunities:** During the class there will be time to discuss volunteer opportunities and options for completing the 60-hour internship.
- **Program Contact Information:** If you have any questions or need additional information, please contact:

Jo Beard at [jrkjs@msn.com](mailto:jrkjs@msn.com) or by phone at 533.0154.



Master Gardener Program

WASHINGTON STATE UNIVERSITY
EXTENSION
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)

Three horizontal lines for listing unavailable times.

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)

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

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**How many years experience?** \_\_\_\_\_

**Specific horticulture expertise:** (please check all that apply)

- annuals
- perennials
- roses
- lawns
- ornamental grasses
- native plants
- wildlife habitat
- vegetables
- herbs
- houseplants
- fruit trees
- berries and grapes
- trees and shrubs
- pruning
- soils
- composting
- propagation
- greenhouses
- container gardening
- insects
- plant diseases
- weeds
- landscape design
- water gardens

**Affiliations related to horticulture**

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**Volunteer experience in the community**

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

elementary age youth    teens    adults    any

Other skills, interests or experience

- \_\_\_\_\_ computers
- \_\_\_\_\_ website development
- \_\_\_\_\_ artwork, displays
- \_\_\_\_\_ photography
- \_\_\_\_\_ drawing/illustrating
- \_\_\_\_\_ writing//publishing
- \_\_\_\_\_ proofreading
- \_\_\_\_\_ marketing/fundraising
- \_\_\_\_\_ research/data collection
- \_\_\_\_\_ public speaking/teaching
- \_\_\_\_\_ other \_\_\_\_\_

**Specific information on any of the above skills**

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

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

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

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

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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\_\_\_\_\_, PC\_\_\_\_\_laptop\_\_\_\_\_?

Do you have the time to commit to a minimum of 60 hours of volunteer work during your first year in the program? \_\_\_\_\_yes \_\_\_\_\_no

Attendance at the Thursday classes is required. Can you attend all of the Thursday classes? \_\_\_\_\_

How did you learn about the WSU Master Gardener Program?

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

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Fill out this application and the form below and mail both to:  
Don Tapio  
WSU Master Gardener Application  
PO Box R  
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 \$50 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.

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Has anyone living at your residence been convicted of a misdemeanor or a felony?  
\_\_\_  
If yes, please give date, nature, and disposition of offense.

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**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: \_\_\_\_\_  
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: \_\_\_\_\_