

September 1, 2017

Dear potential applicant to the UCCE Master Gardener Program of Sacramento County:

Thank you for requesting a Master Gardener volunteer program application. Please read all information carefully before applying. Our application packet includes three important documents:

1. Application
2. Volunteer Position Description
3. Volunteer Activities Descriptions.

The Master Gardeners of Sacramento County are trained and dedicated volunteers who are non-paid staff of the University of California Cooperative Extension. The primary responsibility of a Master Gardener is to disseminate horticultural information to the home gardener. Information provided to the public is based on University of California research. A Master Gardener cooperates with and assists the Master Gardener coordinator and other Cooperative Extension staff, helps prepare for and organize specific educational events, pursues affirmative action, and participates in the administration of the Master Gardener Program. Master Gardeners are committed to public service; therefore, anyone who wishes solely to advance their career through the Master Gardener Program need not apply.

Applicants are required to be a resident of Sacramento County.

To become a certified Master Gardener, you will:

1. Successfully complete an 18-week classroom training program in plant science and horticulture. Coursework will include the basics of soil, irrigation and fertilization, water conservation, identification and control methods for insects, diseases and weeds, proper care of vegetables, fruit and landscape trees, and turfgrass. Each successful candidate will complete homework, pass weekly quizzes and a final exam.
 - ❖ Classes will be held every Wednesday morning from 9:00 a.m. – 2:30 p.m., January 10 - May 9, 2018.
 - ❖ Two Saturday morning field trips will also be held. Dates to be announced.
 - ❖ During the training, only one absence is permitted.

Please Note: If you are aware of other commitments you have during the training period that would require more than one absence from class, we ask that you apply another year, when your schedule is open to meeting the rigorous schedule.

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Following successful completion of the training program:

2. Serve at least 50 volunteer hours of volunteer service on approved Master Gardener activities during the first year (May 2018 – June 2019) after completing the training. The hours shall include:
 - ❖ Minimum 12 hours (four 3-hour shifts) in the Cooperative Extension Master Gardener office responding to homeowner inquiries on the telephone and in person.
 - ❖ Minimum of two shifts at information tables held at various nurseries and local events.
3. Attend monthly meetings held at the Cooperative Extension office the second Tuesday evening of each month. (Meetings are not held in August and December)
4. Submit monthly reports of volunteer and continuing education activities.

During each subsequent year to remain a certified Master Gardener, you will:

1. Volunteer at least 25 hours on approved Master Gardener activities.
2. Complete twelve hours of continuing education and attend Master Gardener monthly meetings.
3. Submit monthly reports of volunteer and continuing educative activities.

Applications must be received in our office by **5:00 p. m. on Tuesday, October 17, 2017**. Late submissions cannot be processed. Due to the large number of applications we anticipate, not all applicants will be accepted. The application process includes three mandatory steps: 1) written application; 2) attendance at the Meet the Master Gardener Night; and 3) a personal interview. You will be notified in writing of your acceptance status the week of November 13, 2017.

Meet the Master Gardener Night is an orientation to be held Tuesday, October 24, 2017, 7:00-9:00 p.m. This is a two-hour, mandatory meeting that will give you the opportunity to learn more about UC Cooperative Extension and the Master Gardener Program. Master Gardeners currently in the program will discuss the training procedures and our volunteer activities. Following the orientation those still interested in becoming a Master Gardener volunteer will schedule a personal 20 minute interview. Interviews will be held the week of October 30, 2017: Monday - Thursday and Saturday. Applicants who do not attend the mandatory orientation will not be contacted to schedule an interview time.

The cost for the training is \$165.00. The non-refundable fee covers the cost of resource books, classroom materials and speaker expenses. The fee is due upon acceptance to the program; please do not send payment with the application. A limited number of scholarships based upon financial need are available upon request, through consultation with the UC Master Gardener Program Coordinator.

Computer and internet access is required in order to retrieve training documents, UC resources and training related communication. Laptops are optional during classroom time.

All trainees will be required to complete a Department of Justice (DOJ) fingerprint & background clearance. Fees may apply and will be paid by the Trainee (\$25 – \$50).

If you have any further questions regarding the Master Gardener training program, please visit the Master Gardener Training page on our website at sacmg.ucanr.edu or call (916) 876-5338.

Sincerely,

Judy McClure
Master Gardener Program Coordinator

**University of California Cooperative Extension
Master Gardeners of Sacramento County
VOLUNTEER DESCRIPTION**

“To extend research based knowledge and information on home horticulture, pest management, and sustainable landscape practices to the residents of California and be guided by our core values and strategic initiatives.” - UC Master Gardener Program Mission Statement

Brief Description of the Position:

A Master Gardener is a non-paid staff member of the University of California Cooperative Extension who answers questions, diagnoses plant problems, and gives horticultural assistance to the public. Outreach projects include office telephones, plant clinics, demonstrations, talks, and the mass media on topics such as vegetable gardening, trees, pesticides, soils, lawns, diseases, insects, and house plants. Pesticide recommendations must be those of the University of California.

Helps to prepare for, organize, and conduct specific educational activities.

Provides labor for UC projects only (Fair Oaks Horticulture Center and UC research projects).

Cooperates with and assists the County Cooperative Extension staff.

Assists in the administration of the Master Gardener program.

Requirements:

Will complete an 18-week training program in plant science and horticulture and pass a written exam by 70%.

Will attend meetings held at the UCCE office the second Tuesday evening of each month and will submit monthly records of volunteer activities and contacts.

Will volunteer a minimum of 50 hours of time within one year of certification in activities that support Cooperative Extension's educational programs in home horticulture and are approved by the program coordinator. In subsequent fiscal years to remain a Master Gardener, will give 25 hours of volunteer time and will continue to complete 12 hours of continuing education each year.

Must be able to schedule time to be available to do the types of volunteer work listed in the Volunteer Activities Descriptions.

Can effectively communicate with the public by telephone, personal contact, and/or group contact and through written language.

Have computer and internet access and the ability to complete Master Gardener business on a regular basis.

Is a self-starter and completes assigned tasks. Enjoys and works well with all types of people.

In all activities for which hours are reported as Master Gardener time, will represent themselves as a Master Gardener by wearing their badge and introducing themselves as a Master Gardener.

Will not use the Master Gardener title for commercial purposes or monetary gain.

Supervision:

The Master Gardener Program Coordinator provides supervision and support to the volunteer Master Gardeners.

The Coordinator will authorize, review, and assess volunteer activities.

The Coordinator will provide for in-service training based upon needs of the Master Gardener.

The Coordinator will provide for office space, telephone, and other needed supplies and support.

**University of California Cooperative Extension
Master Gardeners of Sacramento County
VOLUNTEER ACTIVITIES DESCRIPTIONS**

Master Gardener activities include a diverse assortment of projects. The following are just a small sampling of the activities available for volunteer participation.

Horticulture Phone Calls and Visitors - At the Sacramento County Cooperative Extension office there is a Master Gardener office with an extensive reference library. One or two Master Gardeners are scheduled Monday – Thursday, 9:00 a.m. - 12:00 p.m. or 1:00 p.m. - 4:00 p.m. to answer telephone and visitor home gardening questions.

Ask the Master Gardeners Information Tables – Information tables are held at nurseries and community events to offer the public a chance to bring their plant questions and pest samples and receive guidance on a wide range of garden topics. Demonstrations are often held at these events. Information tables are generally conducted Saturday and Sunday between March and October, last 2 - 4 hours and are staffed by two Master Gardeners. Each year during the California State Fair, Master Gardeners staff a booth with volunteer shifts that provide an opportunity for all Master Gardeners to participate.

Speaker's Bureau - Garden clubs, homeowner's associations, schools, civic organizations and others request Master Gardener presentations. Topics vary greatly; including fruit tree care, container planting, pest management and composting.

Media:

Newspapers and Writing - Master Gardeners research and write answers to many of *The Sacramento Bee* "Garden Detective" letters. Other writing opportunities include: writing news releases and gardening articles for local newspapers, preparing leaflets for the Cooperative Extension and writing for the Master Gardener newsletter.

Website and Social Media – Master Gardeners maintain our website and Facebook pages. They contribute the photographs and written material posted on these sites.

Numerous Other Activities:

- Fair Oaks Horticulture Center: conduct education events, maintain demonstration gardens.
- Water conservation education.
- Backyard composting and worm composting workshops.
- Work with a diverse clientele; including senior citizens, youth, and physically challenged.
- Act as tree technicians at tree plantings.
- Assist the UC Farm Advisor with research projects.
- Assist in the administration of the Master Gardener program; including computer work, filing, phone calling, record keeping, and general Cooperative Extension office clerical duties.
- UC approved fundraising activities.
- And much more!

Note:

All volunteer activities are pre-approved by the Master Gardener Program Coordinator. Administrative work for non-UCCE programs is not eligible for Master Gardener volunteer time.



University of California Master Gardeners of Sacramento County 2018 Training Application

Full Name

Home Address

City

Zip Code

Phone Numbers - Home

Cell

Email Address

- Prior to completing this application, please read the application cover letter, the Volunteer Description and Volunteer Activities information and view the Master Gardener website. (sacmg.ucanr.edu).
- Use only the space allotted on this form and do not alter the layout of pages. Additional information cannot be considered with this application; however, it may be brought to your interview. Save a copy of the completed application for your records.

1. List volunteer experience working with the community: schools, churches, senior citizens, youth, hospitals, disabled, etc. Include dates and length of volunteer service. Include both horticultural & non-horticultural related activities.

Agency/Organization	Type of volunteer work performed	Dates associated	Frequency of activity (hours per week /month)

2. Current Employment Status

Full Time

Part Time

(hours/week:))

Retired

Seeking Employment

3. List group affiliations: garden clubs, community gardens, plant societies, civic and professional organizations, etc. Include both horticultural & non-horticultural related affiliations.

Agency/Organization	Activities, offices held, etc.	Dates of Membership

4. Areas of interest, personal and professional experience.

Topic	Indicate experience related to employment, hobby, education, etc.
Edible plants: fruit trees, citrus, berries, vegetables	
Compost, vermiculture	
Water efficient plants, sustainable landscaping	
Water management, irrigation	
Professional horticulture	
Flowers: perennials/annuals	
Houseplants, specialty plants	
Soils, fertilizers	
Pest management: insects, diseases, weeds	
Ornamentals, turfgrass	
Other (specify)	

5. What is your teaching, communication, work, volunteer experience?

Topic	Indicate experience: developing, implementing and/or presenting (Give examples of experience.)
Writing or editing articles	
Speaking: large groups (30+people)	
Speaking: small group (-30 people)	
Conducting demonstrations, leading hands-on activities	
One-to-one consultations	
TV and/or radio interviews	
Coordinating events, projects, activities	
Art, display, design	
Fundraising, Grant writing	
Working with youth	
Working with seniors	

Working with mentally or physically challenged	
Website posting Facebook page posting	
Research	
Non-English language	
Office/clerical assistance	
Other	

6. When can you participate in Master Gardener volunteer activities?

Monday – Friday, daytime: Yes No

Monday – Friday, evenings: Yes No

Weekends: Yes No

7. In a typical month, how many hours will you be able to volunteer with the Master Gardeners?

8. What types of Master Gardener activities would you like to do to fulfill your volunteer commitment?

9. What are your expectations for being a Master Gardener?

10. Have you applied to the program before? Yes No When?

11. How did you learn about the Master Gardener Program? (complete all that apply)

A friend

Master Gardener event (specify)

Gardening organization

Newspaper/radio

Master Gardener website

Master Gardener Facebook page

State Fair booth

12. Yes No I have marked my calendar with the dates listed in the cover letter: Meet the Master Gardener Night, interview days, and training days.

13. Yes No I understand attendance is mandatory at Meet the Master Gardener Night, Tuesday, October 24, 2017, 7:00-9:00 at the UCCE office.

I understand I will:

14. Yes No Attend all mandatory weekly training sessions, which will be held every Wednesday from January 10, 2018 to May 9, 2018.
15. Yes No I understand only one absence during training is permitted.
16. Yes No Complete and submit all homework assignments and quizzes, complete the final examination with a score of 70 percent or better and complete and pass the final project.
17. Yes No Agree to follow University of California policies and procedures while acting as a UCCE Master Gardener of Sacramento County.
18. Yes No I understand that a Department of Justice fingerprint & background screening clearance is required of all trainees.
19. Yes No I understand that during the initial fiscal year (May 2018 through June 30, 2019) I will complete and record a minimum of fifty (50) hours of University of California Cooperative Extension (UCCE) sponsored volunteer service. And during subsequent fiscal years: Complete a minimum of twenty-five (25) hours of UCCE sponsored volunteer service and earn twelve (12) hours of continuing education credit through approved education programs. I agree to submit monthly records of my volunteer hours and contacts.

20. How long have you been a resident of California?

21. Your ethnicity (check one that best applies):

- | | | |
|--------------------------------|-----------------|------------------------|
| American Indian/Alaskan Native | Hispanic/Latino | Asian/Pacific Islander |
| Black/African American | White | |

Signature _____ Date

Please return this completed application by 5:00 p.m., Tuesday, October 17, 2017. Late applications cannot be accepted. Return to:

**Master Gardener Program
UC Cooperative Extension
4145 Branch Center Road, Sacramento, CA 95827**

ANR NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICY STATEMENT FOR UNIVERSITY OF CALIFORNIA

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf>)
Inquiries regarding ANR's nondiscrimination policies may be directed to John I. Sims, Affirmative Action Compliance Officer/Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397.