



UNIVERSITY OF
GEORGIA
EXTENSION



Master Gardener Extension Volunteer Program

UGA Extension Gwinnett
750 South Perry Street, Suite 400
Lawrenceville, GA 30046-4804
678-377-4010, Fax 678-377-4030
E-mail uge1135@uga.edu
May 3, 2022

Dear Master Gardener Applicant:

Attached is the **2022 Gwinnett County - Master Gardener Extension Volunteer (MGEV)** program application. **You may drop it in person, email or send through regular mail.** Your application needs to be completed, signed, and returned to the Gwinnett County Extension office by **Tuesday, May 31, 2022.**

Applications cannot be accepted after 5:00 p.m., Tuesday, May 31, 2022

Enrollment for the **2022 Gwinnett County 'Master Gardener Extension Volunteer'** program is limited. **Classes begin August 24th and conclude November 16, 2022.** The training sessions will be held on Wednesdays from 9:30 a.m. to 3:30 p.m. As part of your training, you will be required to pass a mid-term and a final examination. The classes will be held at Gwinnett Technical College, 5150 Sugarloaf Parkway, Building 200, Room 104, Lawrenceville, GA 30043.

This is a horticultural service training program requiring of you as a Master Gardener Extension Volunteer to complete a minimum of 50 volunteer hours to earn your certification during the first year. Your volunteer activities duty is performed after completion of the MGEV training program, but prior to receiving your certification.

The fee for the 2022 program will be **\$200.00**. This fee will cover the expense of the Georgia Master Gardener handbook, classes and lectures, temporary and permanent name tags, supplies and a 'Certificate of Completion' (upon completed volunteer hours). **Do not send a check with your application form.**

****On Wednesday, May 25, from 3:00 p.m. – 5:00 p.m. please plan to attend our MGEV applicants informational meet and greet session at 750 South Perry St. 2nd Floor Training Room, Lawrenceville, GA 30046.** Please RSVP to Lisa Klein by email at lisa.klein@gwinnettcounty.com or 678-377-4010. You may bring your completed application to this session.

Applicants will be notified no later than Monday, June 6, 2022 if they have been accepted into the 2022 Georgia Master Gardener Extension Volunteer Program. The program fee and information for a background screening/motor vehicle record check will then be due no later than **Friday, July 1, 2022.**

The Gwinnett County - Georgia Master Gardener Extension Volunteer Program offers many opportunities to enhance your horticultural expertise and make new gardening friends as you become involved in community projects. We look forward to receiving your application. If you have any questions, please contact me at the Gwinnett County Extension Office.

Sincerely,

Lisa Klein
Agriculture and Natural Resources Team
lisa.klein@gwinnettcounty.com
678-377-4010



UNIVERSITY OF GEORGIA
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Master Gardener Extension Volunteer Program

Georgia Master Gardener Extension Volunteer Program Application

The Master Gardener Extension Volunteer (MGEV) program in Georgia is a volunteer program designed to help University of Georgia Cooperative Extension staff transfer research-based information about gardening and related subjects to the public by training home gardeners to be volunteer educators. Master Gardener Extension Volunteers are active in many Georgia counties. Through this program, Extension is able to reach out and serve more citizens with educational programming and demonstrations.

Dear Master Gardener Applicant:

Thank you for your interest in the Georgia Master Gardener Extension Volunteer program! Its purpose is to assist UGA Extension by training volunteer educators to provide current horticultural information through community service and educational gardening projects using applied research and the resources of the University of Georgia.

MGEV programs are coordinated at the county level by the local Extension office. Each local program has multiple projects that reach out to the local communities, teaching about horticulture and gardening, answering garden-related questions and so forth. Volunteers for these projects do participate in at least 42 hours of training and are asked to volunteer 50 hours of service in the first year. *(After your first year, you are required to volunteer 25 hours per year to remain an active, certified Georgia Master Gardener Extension Volunteer.)*

Extension offices plan and carry out MGEV training classes in the spring and/or fall, on an annual or biannual basis. Training and schedule format are determined by the agent/coordinator and the local office. Classes typically meet once or twice weekly. Attending training classes is extremely important, and absenteeism cannot exceed 20 percent of classes. Trainees are responsible for all material on the exams and are required to pass a midterm and final exam with a score of 70 percent or better on each.

By completing the *Master Gardener Volunteer Program Application and Reference Forms* (below), you are indicating your interest in the Georgia MGEV Program. You will receive follow-up communication from the county Extension office.

As enrollment in the Master Gardener program is **limited**, you are encouraged to fill out the application as thoroughly as possible. The selection committee, comprised of an Extension staff member and a group of veteran Master Gardener Extension Volunteers, reads all applications. Selections will be based on your interest in being an Extension volunteer, your interest in community service, as well as your knowledge, expertise and experience in related areas. Applicants will be called for an interview.

If selected for participation in the MGEV program, you will be notified by the local Extension office. At that time, you will be asked to submit any program fees by the specified deadline. If payment is not received by the deadline, and no arrangements have been made, your name will be removed from the class acceptance list and an alternate selected.

The Georgia Master Gardener® Program offers many opportunities to make new friends and enhance your horticultural expertise while becoming involved in fulfilling community service activities. We look forward to receiving your application!

If you have any questions, please contact:

Sincerely,

Tell Us About Yourself:

Basic Information:

| | | | | | |
|--|--|-------|--|-----|--|
| Name | | | | | |
| Preferred name for name badge (First and Last) | | | | | |
| Mailing Address | | | | | |
| Additional Address | | | | | |
| City | | State | | Zip | |
| Phone | | Email | | | |
| Alternate Phone | | | | | |

Preferred method of contact:

- Phone
- Alternate phone
- Email
- Postal mail

The University of Georgia College of Agricultural and Environmental Sciences (working cooperatively with Fort Valley State University, the U.S. Department of Agriculture, and the counties of Georgia) offers its educational programs, assistance, and materials to all people without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status and is an Equal Opportunity, Affirmative Action organization. Provision of demographic information will help ensure we are supporting all members of our community.

Gender:

- Male
- Female

Race/ethnicity:

- Asian
- African American
- Native/American Indian/Alaska Native
- Native Hawaiian or Other Pacific Islander
- Two or more races
- White

I am an adult age 18 or older.

- Yes
- No

If accepted into the program, I consent to have my name, address, email and phone number included in a class roster in the participant binder and provided to local Master Gardener organization members.

- Yes
- No

Your Skills and Interests:

Please select the skills and interests that you want to contribute to or learn more about during your MGEV experience.

| | I want to know more about: | I consider this to be a personal strength: |
|------------------------------|-----------------------------------|---|
| Vegetable gardening | | |
| Flower gardening | | |
| Herb gardening | | |
| Trees/shrubs | | |
| Native plants | | |
| Wildlife gardening | | |
| Houseplants | | |
| Lawns & turf grass | | |
| Plant Propagation | | |
| Landscape Design | | |
| Diseases/insects | | |
| Water conservation gardening | | |
| Ornamental ponds | | |
| Community gardens | | |
| Greenhouse production | | |
| Other: | | |

How long have you been a gardener?

What horticultural experience or training have you had? (credit or non-credit courses, workshops, etc.)

What is your greatest area of gardening interest?

Have you done any of the following? If yes, please describe your experience.

| | No | Yes | If yes, please describe. |
|---|----|-----|--------------------------|
| Writing <ul style="list-style-type: none"> • Newspaper articles • Blog posts • Social media content | | | |
| Public speaking/teaching <ul style="list-style-type: none"> • Presented to small or large group? • Tour guide? • Hands-on demonstrations? | | | |
| Computers/technology | | | |
| Organizing events or projects <ul style="list-style-type: none"> • Small events or projects? • Large events or projects? | | | |
| Organizing people <ul style="list-style-type: none"> • Building teams • Communication strategies | | | |
| Managing people | | | |
| Advertising and public relations | | | |
| Fundraising | | | |
| Other | | | |

Which skills from your previous professional experiences would be useful in your role as a Master Gardener Extension Volunteer?

Tell Us About Your History as a Volunteer.

Please list any previous volunteer experiences, including nongardening and gardening experiences. Specify organization, type of work, and approximate dates (i.e., garden clubs, professional or hobby associations, plant specialty societies, civic clubs, etc.). *Note: Previous volunteer experience is **not** required to be accepted into the program.*

Have you participated in any UGA Extension programs in the past? Please list the most recent. If not, please write "N/A".

Why do you wish to become a Master Gardener Extension Volunteer?

What are some ways you can see yourself volunteer as a Master Gardener in our community?

If you are selected to be a part of the Master Gardener Extension Volunteer program, your volunteer hours will support the Extension in one of the following activities. Check topics of interest to you:

- Ask a Master Gardener diagnostics** – Answer questions from the public at public venues and in the Extension office. Events may include themed exhibits at local farmer’s markets and festivals, the Georgia National Fair, area retail merchants, and other community venues to answer homeowner questions.
- Youth activities and programs** – Work with team of Master Gardeners to conduct horticulture activities with youth in grades 4-12, such as in-class presentations, school gardens, Junior Master Gardener programs, MG SPROUTS, summer camps, or other activities.
- Media** – Create brochures, newsletters and flyers using Publisher Software; develop PowerPoint presentations for use in classes; write news articles for local newspapers and websites; social media posts; radio and/or TV.
- Speakers’ Bureau** – Prepare a short, 15-20 minute talk for various civic and church engagements to offer horticultural information. Plan and teach classes on basic gardening topics to groups of 20-30 homeowners. Specialty: _____
- Demonstration and community gardens** – Help with installations and perform ongoing maintenance to include weeding and watering; plan and execute activities and classes at the garden sites. Provide leadership, coordination, and education at community garden sites.

Rate your preference for the following volunteer experiences (1 = least preferred; 5 = most preferred):

| | LEAST ----- PREFERRED ----- MOST | | | | |
|---|----------------------------------|---|---|---|---|
| Telephone/office work at County Extension Office | 1 | 2 | 3 | 4 | 5 |
| Speaking to groups on gardening | 1 | 2 | 3 | 4 | 5 |
| Teaching small groups | 1 | 2 | 3 | 4 | 5 |
| Teaching large groups | 1 | 2 | 3 | 4 | 5 |
| Teaching children/teens | 1 | 2 | 3 | 4 | 5 |
| Teaching adults/senior citizens | 1 | 2 | 3 | 4 | 5 |
| Teaching persons w/disabilities & special needs | 1 | 2 | 3 | 4 | 5 |
| Diagnosing plant problems and providing answers/recommendations | 1 | 2 | 3 | 4 | 5 |
| Newsletter editing/layout | 1 | 2 | 3 | 4 | 5 |
| Writing articles for newsletter/newspaper | 1 | 2 | 3 | 4 | 5 |
| Public relations/publicity | 1 | 2 | 3 | 4 | 5 |
| Working on community landscape projects | 1 | 2 | 3 | 4 | 5 |
| Photographing plants/horticultural activities | 1 | 2 | 3 | 4 | 5 |
| Organizing events | 1 | 2 | 3 | 4 | 5 |

There will be other volunteer opportunities that will arise throughout the year. Do you have anything in mind that you’d be interested in working on that wasn’t mentioned above?

Where are you comfortable volunteering? (check all that apply)

- Extension office
- garden
- public place
- classroom
- face-to-face
- written
- phone

With which audience(s) are you most comfortable? (check all that apply)

- Youth
- Adult
- Senior adult
- Special needs

Describe Your Availability:

Employment Status

- Full time employment
- Part time employment
- Am not employed
- Retired
- Other

Please indicate times that you are available to volunteer:

| | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
|--------------|-----|------|-----|-------|-----|-----|-----|
| 8 am – 12 pm | | | | | | | |
| 1 pm – 5 pm | | | | | | | |
| After 5 pm | | | | | | | |

References (required)

Please provide 3 references who are not immediate family members and who reside outside of your home address. They should be familiar with your skills and abilities related to potential duties associated with volunteering, particularly with youth. Local CAES or Extension staff should not serve as references. Individuals will be contacted by Extension.

| Reference 1 | | | | |
|--------------------------------------|--|--|--|-----|
| Name | | | | |
| Address | | | | |
| City | | State | | Zip |
| Phone | | Email | | |
| How long have you known this person? | | In what capacity have you known this person? | | |
| Reference 2 | | | | |
| Name | | | | |
| Address | | | | |
| City | | State | | Zip |
| Phone | | Email | | |
| How long have you known this person? | | In what capacity have you known this person? | | |
| Reference 3 | | | | |
| Name | | | | |
| Address | | | | |
| City | | State | | Zip |
| Phone | | Email | | |
| How long have you known this person? | | In what capacity have you known this person? | | |

Master Gardener Program Agreements:

Initial each statement and sign at bottom to indicate that you understand and agree to the following conditions if accepted into the program.

- I understand that submission of this application does not guarantee acceptance to the program.
- I understand that to be considered as a UGA MGEV Trainee, I will need to complete a UGA Volunteer Agreement, background screening (including motor vehicle records check), interview with Extension personnel, and pay any program fees.
- I understand that Georgia Master Gardener® status is acquired only after successful completion of the volunteer training program and volunteer service, including:
 - Completion of classroom training (minimum of 42 hours), not missing more than 20% of training classes. I am responsible for class material covered in my absence;
 - successfully passing the midterm and final exams with a score of 70% or better on each;
 - and completing 50 hours of volunteer service in support of Extension-approved projects in the county in which I completed training within 12 months of completing classroom training. Any exceptions must first be approved by my local coordinator.
- I will not use my Master Gardener Extension Volunteer status to promote any commercial venture or to make money.
- I understand that I can continue with the MGEV program after completing the first year. To do so, I will complete an annual Intent to Renew form and meet annual criteria, including 25 hours of volunteer service each year, update my Risk Management Training (RMT), and maintain a current UGA Volunteer Agreement form and background screening, as required by the University of Georgia.
- I agree to not use the Georgia Master Gardener® title for any commercial publicity or private business purposes. Participating in a commercial activity, associating with commercial products, and giving implied Master Gardener or UGA Extension endorsements to any product or place of business is in violation of the Georgia Master Gardener® program policy.
- I acknowledge that I have read the above guidelines and will abide by them.

Signature: _____

Date of Application (mm/dd/yyyy): _____

Return Application to: