

*Master Gardener Program*

October 1, 2009

Dear Applicant,

I would like to thank you for your interest in applying to become a volunteer in the WSU Thurston County Extension Master Gardener Program. There is a perception that to become a Master Gardener you must know everything about gardening. This is unrealistic and untrue. To be a WSU Thurston County Master Gardener you must have gardening experience, but more importantly you must have the drive and commitment to be a life long learner and sharer of information.

While this program certainly offers gardeners opportunities to gain personal knowledge in a variety of different gardening subjects, our primary focus with this training is to develop community educators. Once trained, Master Gardener volunteers help deliver messages related to water-wise 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 and clinics, for volunteers to deliver these messages. 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 200 Thurston County 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 Thurston County Master Gardener Program. To be accepted into the program you must fill out an application and attend one of four required orientation sessions in October 2009. 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 Master Gardener training program is seventeen sessions over a four month period covering 24 topics from the basics of botany and soils to the complexities of Entomology and plant disease recognition. The Master Gardener program is based on research findings related to the horticultural topics, and when providing information to the public, volunteers use only research vetted material. While pesticides are discussed throughout our entire training program, it is important to note that these are only considered as a last approach for the control of pests when using the Integrated Pest Management (IPM) process. Through IPM we will take a look at biological and cultural controls as the primary option for pest and disease control. You must agree with the IPM process to be a WSU Master Gardener. The IPM process will be explained at the four October orientation sessions.

Please return your completed application to me by **Friday, November 6<sup>th</sup>, 2009**. I look forward to meeting you at one of the orientation sessions. In the mean time if you have any questions, please contact me by email me at [carltoc@co.thurston.wa.us](mailto:carltoc@co.thurston.wa.us) or by phone (360-867-2162). WSU Master Gardeners is a wonderful organization committed to educating our community about gardening. We hope you will join us in making a difference.

Cori Carlton  
Master Gardener Manager  
WSU Thurston County Extension

## WSU Extension, Thurston County Master Gardener Program

### Fact Sheet

Basis of the Program: If you do become a WSU Master Gardener you will be part of a world-class gardening program that has been around since 1973. WSU Thurston County 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 Thurston County Extension trains committed gardeners in basic botany, integrated pest management, soil science, plant identification, pest and disease diagnosis, and more. Master Gardeners are not 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 throughout Washington, as well as the world. You will volunteer with wonderful people who share many of your interests and make life long friends. We work hard but also have a lot of fun doing so. You will be viewed within this community as a key resource and will be looked upon to provide environmentally friendly gardening practices. You are not expected to know, now or ever, everything there is to know about gardening. You will be trained on how to access the many tools and sound resources WSU provides to find the answer to a community members question. 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 Thurston County Master Gardener 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
- Thurston County Master Gardener Demonstration Gardens (Closed Loop Park, Dirt Works, Olympia Farmers Market)
- Master Gardener Youth Gardening Programs
- Other Outreach Programs (public presentations and education projects)

We have community outreach activities available both during the week as well as on weekends. Please note that although Master Gardeners emphasize natural control of pests and diseases, you will also be required to provide the public with information about pesticides and chemicals that have been approved by WSU. Please do not apply if you are not willing to do this.

**Program Detail:** Applicants accepted into the Master Gardener Training Program attend seventeen weeks of classes either in person or by using the on-line training program. Each Master Gardener trainee is assigned a mentor to assist him/her in the education process. For 2010, class will be held once a week on Friday's beginning on February 5, 2010 and finish on May 28, 2010. Half of these weeks you will be doing your assignments at home on your own time. The other half of the time we will be meeting in a classroom to hear a presenter speak on a subject or to do a hands-on activity/lesson. We also have two catch-up days scheduled within the above timeframe in case you need more time to complete all your assignments. You will be expected to take weekly on-line quizzes.

When we meet as a group we will begin at 9am and go until 4:30pm. Morning and afternoon breaks are scheduled each session depending on each individual presenter. Bring your own beverage(s) of choice. A one-hour lunch break is scheduled for each class day to allow for eating lunch, the running of errands or simply taking a quiet moment to reflect on the materials being presented. Please bring or plan to meet your own lunch needs.

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- **Where:** When we do meet as a group the classes will be held at a variety of locations. Most of the speaker presentations and initial on-line computer training will be done at the Hawks Prairie South Puget Sound Community College Satellite Campus. This is a super location for our classes and has very easy access for everyone. Parking is free and plentiful, but as always carpooling will be encouraged on the first day with time to seek out opportunities from course participants where possible in the class. Details of when and where we will meet will be given upon acceptance into the program.
- **Class fee:** The cost for the 2010 training is \$275.00. **Please do not send payment with your application.** For those who are accepted into the program this fee will be due on the first day of class, February 5, 2010. Receipts will be issued to class members the first day of class. A limited number of scholarships are available and financial hardship situations will be considered. If you are interested in a scholarship or experiencing a financial hardship, please include a note of inquiry with this application. A Non-Volunteer Track (for professional or personal enrichment with no desire of volunteering) is also available. The cost is \$500 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 November 6<sup>th</sup> 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 by the end of December and are welcome to reapply another year. Applications will be reviewed and acceptance into the program will be based on the following criteria:
  1. Attendance at one of the following informational orientation sessions held at the Thurston County Extension Office-4131 Mud Bay Road, Olympia, WA 98502. Our office is in the old McLane Firehouse right off of Highway 101 on Mud Bay Road. The WSU Master Gardener Program requires a significant amount of time commitment. At these sessions you will learn what it takes to be a WSU Master Gardener. This includes program expectations as well as all the benefits you will receive being a WSU Master Gardener. The following sessions will allow you to see if the WSU Master Gardener Program is a right fit for you.
    - October 15<sup>th</sup> from 4pm to 5:30pm
    - October 24<sup>th</sup> from 10am to 11:30am
    - October 28<sup>th</sup> from 6pm to 7:30pm
    - October 29<sup>th</sup> from 6pm to 7:30pm
  2. A complete, signed and received application by November 6, 2009.
  3. The skill set(s) that you have to offer our program. Please make sure you highlight these skills in your application.
  4. Having access to the internet and have an email account.
  5. Your availability-not only to attend and complete all trainings/classes but also to complete the yearly volunteer hour requirement.
  6. Each applicant 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.

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- **Volunteer Service Internship:** In addition to class and on-line training time all interns are required to complete 95 hours of volunteer service within their first two years as Master Gardeners (between May 28, 2010 and December 31, 2011). The 95 hour volunteer service commitment is broken down into a 60 hour internship and 35 hours of yearly volunteer service. A minimum of 45 hours of the 60 hour internship must be completed in 2010. The rest of the internship hours as well as the yearly 35 service hours can be finished in 2011. Initially 95 hours of service may seem like a lot. If you break it down over two years it averages out to volunteering 5 hours a month. Some months you'll end up volunteering more, others less based on your schedule. 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 \$275 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 also receive a name tag 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. A pair of pruning shears for pruning class. 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 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. High speed computer access at the Extension office is also available during afternoon business hours (M-F 1pm to 5pm).
- **Expectations:** You are expected to attend all 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 4:30pm, 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 a week in advance or as noted on the course schedule. We expect that you will have completed the weekly quizzes and finish any given assignments when you are working on the on-line trainings at home. An open "book" final exam will be given at the end of the training session.
- **Illness or other class absence:** Class attendance is expected. Please notify the Program Manager as soon as possible if you are sick and will not be able to attend class. Other class absences need to be arranged in advance so that you will be able to keep up with the class where possible. All

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missed classes will need to be made up. While it is understood that sometimes things can't be helped, multiple absences may result in you being dropped from the program.

- **Bad Weather:** We follow the Olympia School Districts policies for winter weather. This information can be found on all local television stations or heard on MIXX 96.1 or KAYO 97.7 FM radio. Any classes that are cancelled will be rescheduled as possible at a later date.
- **Mentor Program:** The 2010 Training will have a mentoring component designed to create a more complete educational opportunity, and facilitate volunteer participation of trainees. Mentor groups will be facilitated by veteran Master Gardeners.
- **Enhanced Training and Enrichment:** There will be many opportunities between class sessions for additional classes/workshops. A schedule of these opportunities will be made available as it is developed.
- **Volunteer Opportunities:** During the each class day there will be time to discuss volunteer opportunities and options for completing the 60-hour internship. Please take note of these options and contact the individuals that are noted to be the volunteer leader for these activities. Operational hours of all program sites will be provided on the first day of class.
- **Program Contact Information:** If you have any questions or need additional information, please contact:

Cori Carlton  
WSU Master Gardener Manager  
WSU Extension, Thurston County  
4131 Mud Bay Road  
Olympia, WA 98502

Phone: 360-867-2162

Fax: 360-867-2152

Email: [carltoc@co.thurston.wa.us](mailto:carltoc@co.thurston.wa.us)

**2010 Master Gardener Volunteer Application**

Selection for the Master Gardener training program will be based on information you include in this application. Incomplete applications will prevent you from being accepted into the program. We may need to have a follow-up interview as part of the application process, if something is unclear on your application. Due to class size limits, it's not unusual to wait more than one year to be selected. If you are not selected for this coming years class we encourage you to re-apply again when the next application period is open in October 2011.

**Return completed forms to the WSU Extension office by **November 6<sup>th</sup>** to assure consideration for the 2010 training class.**

**Please Print Clearly or Type:**

Legal Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Name you prefer to use (nickname, etc.) \_\_\_\_\_

Is this the name you want on your name badge? Yes \_\_\_\_\_ No \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (     ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Emergency Contact (other than your own home contact information):

Name: \_\_\_\_\_

Phone (     ) \_\_\_\_\_

Relation \_\_\_\_\_

Occupation \_\_\_\_\_ Position \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_ Shift \_\_\_\_\_ Seasonal \_\_\_\_\_ Student \_\_\_\_\_ Retired \_\_\_\_\_

If not employed/student, are you actively seeking employment? Yes \_\_\_\_\_ No \_\_\_\_\_

Please advise us if special accommodations are required for your participation in class: \_\_\_\_\_

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**Please list any Work, Educational, or Volunteer Experience (most recent first)**

Employer or Organization	Position Title or Volunteer Role	Years
1. _____		
2. _____		
3. _____		
4. _____		

Other organizations you belong to: professional, youth, civic, arts, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any additional training related to gardening, horticulture, botany, environmental science, composting, recycling etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

- Elementary Age Youth     Teens     Adults     Any

If you prefer to work directly with youth, what grade level(s) do you prefer?

- Primary (K-2)  
 Junior (Grades 3-5)  
 Intermediate (Grades 6-8)  
 High School (Grades 9-12).

What horticulture expertise do you have? (please check all that apply)

- |   |  |  |                                  |
|---|--|--|----------------------------------|
| <input type="checkbox"/> Annuals            | <input type="checkbox"/> Perennials    | <input type="checkbox"/> Roses             | <input type="checkbox"/> Lawns   |
| <input type="checkbox"/> Ornamental Grasses | <input type="checkbox"/> Native Plants | <input type="checkbox"/> Wildlife Habitats | <input type="checkbox"/> Herbs   |
| <input type="checkbox"/> Vegetables         | <input type="checkbox"/> Houseplants   | <input type="checkbox"/> Fruit Trees       | <input type="checkbox"/> Soils   |
| <input type="checkbox"/> Berries            | <input type="checkbox"/> Grapes        | <input type="checkbox"/> Trees             | <input type="checkbox"/> Shrubs  |
| <input type="checkbox"/> Pruning            | <input type="checkbox"/> Composting    | <input type="checkbox"/> Propagation       | <input type="checkbox"/> Insects |

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- Greenhouses       Container Gardening       Water Gardens       Weeds  
 Pesticide Knowledge       Plant Diseases       Landscape Design       Bulbs  
 Organic Gardening       Adaptive Gardening       Children's Gardening  
 Other \_\_\_\_\_
- 

What are your main gardening interests?

Please check all additional skills and experiences you would bring to the Master Gardener Program:

This is just as important as prior gardening experience. We need people with all types of experience to help further our program goals.

Multilingual (Please specify language(s) \_\_\_\_\_)

Writing/Publishing       Public speaking       Grant writing

Event Planning       Photography       Video production

Computer/Website       Fundraising       Marketing

Graphics, artwork       Research, data collection       Leadership

Office/Clerical Skills       Volunteer management       Proofreading

Financial management       Community Outreach       Teaching /Education

Skilled Labor (circle- Electrical, Plumbing, Carpentry, Mechanics, Painting, Welding)

Computer Skills: List Software

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Other \_\_\_\_\_  
(please describe)

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Do you have access to a computer with internet and have a email address? \_\_\_\_\_ If no, are you willing to get an email address and find access to a computer? \_\_\_\_\_

Do you have the time to commit to a minimum of **95 hours** of volunteer work during the first two years in the program? Yes \_\_\_\_\_ No \_\_\_\_\_

When it is time to volunteer I would be most available:

Weekdays \_\_\_\_\_ Evenings \_\_\_\_\_ Weekends \_\_\_\_\_ Summers only \_\_\_\_\_  
Other \_\_\_\_\_

Are there days or times you know you will not be available for volunteer service during the year? (Example: job, vacation, second home in another state, etc.) List dates or more information if known:

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Training will be held every Friday, February 5<sup>th</sup> through May 28<sup>th</sup> 2010.

Can you attend ALL these classes? Yes \_\_\_\_\_ No \_\_\_\_\_

Every class is important and attendance is mandatory. You are allowed up to two excused absences. If you will be missing more than two classes you may want to apply another year. You will have to make up any classes that you miss. Do you have any concerns with this? \_\_\_\_\_ If so, please comment:

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How did you learn about the Master Gardener Program?

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Have you been to a Master Gardener Clinic or Demonstration Garden? \_\_\_Yes \_\_\_No

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Have you used Master Gardener services or other WSU Extension services? \_\_\_ Yes \_\_\_ No

Have you been a WSU Extension volunteer? \_\_\_ Yes \_\_\_ No What program? \_\_\_\_\_

When? \_\_\_\_\_ What City/County? \_\_\_\_\_

Have you previously applied to become a WSU Thurston County Master Gardener?

\_\_\_ Yes \_\_\_ No If so, what year? \_\_\_\_\_

Have you been a Master Gardener in another county or state?

Where? \_\_\_\_\_ When? \_\_\_\_\_

Name and contact information for your previous Program Coordinator

\_\_\_\_\_  
\_\_\_\_\_

Service Area: Check the geographical area or areas in which you would be willing to volunteer.

\_\_\_ Lacey \_\_\_ Tumwater \_\_\_ Olympia \_\_\_ Rochester/Littlerock \_\_\_ Tenino  
\_\_\_ Yelm \_\_\_ No Preference

If accepted into the Master Gardener Program, I agree to:

\_\_\_ Attend all scheduled training classes

\_\_\_ Provide a minimum of 95 hours of volunteer service during the first two years within the program.

**Washington State Patrol Criminal History Reports:** To meet state regulations, all participants are required to complete a Washington State Patrol Criminal History Report before volunteering as Master Gardeners. Please fill out and return attached form. This information will remain confidential.

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

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.

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**Fill out this Application and the Criminal History Disclosure Form on the next page and mail both to:**

Cori Carlton  
Master Gardener Application  
WSU Thurston County Extension  
4131 Mud Bay Road  
Olympia, WA 98502

**Please retain a copy of this application for your records.**

**If you have any questions - please call Cori at 360-867-2162**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The class fee of \$275.00 is due the first day of class (February 5, 2010).

**Send no payment with this application!**



**Answer YES or NO to the following question. If YES, explain in the area provided, indicating the charge or finding, the date, and the court(s) involved.**

**Have you or anyone living at your residence ever been convicted of any crimes against persons as defined in RCW 43.43.830(5), October 18, 1994, which is listed as follows:**

**“Crime against children or other persons” means a conviction of any of the following offenses: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second or third degree child molestation; first or second degree sexual misconduct to a minor; first or second degree rape of a child; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they may be renamed in the future.**

**Yes \_\_\_\_\_ No \_\_\_\_\_ IF YES, EXPLAIN BELOW:**

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**I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

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