

## 2018 DOUGLAS COUNTY EXTENSION MASTER GARDENER PROGRAM APPLICATION

**Apply Early: Interviews 8/8—8/16, 2018\***

Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 201\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applications will be accepted until the class is filled, *but much appreciated before 8/1***

**Mission:** Douglas County Extension Master Gardeners are volunteers trained to educate the public in research-based horticulture practices.

2018 Training Dates: **August 25th - November 1st; Thursdays, 9:00 a.m. to 12:00 p.m.; Sat. 8/25 & 9/29 from 9:00 a.m. to 4:00 p.m.**

**Current Status:**

Employed full time: \_\_\_\_\_ Homemaker: \_\_\_\_\_ Student: \_\_\_\_\_  
Employed part time: \_\_\_\_\_ Retired: \_\_\_\_\_ Other: \_\_\_\_\_ (Explain)

Will your employment or other regular commitments allow you to be available to participate in all basic training sessions and complete the volunteer hour commitment after the training?

YES \_\_\_\_\_ NO \_\_\_\_\_

**Program Participants Must:**

1. Be a Douglas County resident or a resident of an adjacent county that does not have an EMG Program.
2. Have a high school diploma or equivalent.
3. Have a broad interest in horticulture and experience in some area of home horticulture.
4. Support the objectives of K-State Research and Extension – Douglas County and of the Extension Master Gardener program and agree to the Volunteer Policy Agreement
5. Enjoy working with people and teaching in both one-on-one and group situations.
6. Complete the basic training course and participate in a minimum of 40 hours of volunteer service in the first calendar year following completion of the training course. Six (6) of these hours are earned working with an experienced volunteer on the horticulture hotline.
7. After first year completion, participants must complete an annual commitment of 20 volunteer hours and 10 advanced education hours to maintain good standing in the organization.
8. Pay \$125 course fee to cover the textbook, training materials, lunches, etc. The fee or first payment is due on the first day of class.

\* Interview schedules are fairly flexible and arrangements can be made for other dates.

**Why do you wish to become an Extension Master Gardener and what you expect to gain:**

Garden or group affiliations and other volunteer activities and affiliations:

How did you hear about the Extension Master Gardener program?

What are your interests; gardening or otherwise? (Hobbies, Passions, Avocations, Former jobs, etc.)

Return application to:

K-State Research and Extension-Douglas County

2110 Harper Street

Lawrence KS 66046-3242

Email: [sashworth@ksu.edu](mailto:sashworth@ksu.edu)

The following is a brief listing of skills you may possess that can be of benefit to the Master Gardeners. Please check all that apply.

#### Technical / Creative skills

- ☐ Accounting / Bookkeeping
- ☐ Computer Skills
- ☐ Drawing / Design / Art (graphic arts, Illustration}
- ☐ Editing / Proofreading
- ☐ Grant Writing
- ☐ Photography
- ☐ \_\_\_\_\_

#### Operational Skills

- ☐ Leadership / Organization
- ☐ Marketing / Advertising
- ☐ Public Speaking
- ☐ Community Involvement
- ☐ \_\_\_\_\_

#### Education Skills

- ☐ Teaching
- ☐ Working with children
- ☐ Working with disabled
- ☐ \_\_\_\_\_

#### Horticultural Skills

- ☐ Vegetables
- ☐ Flowers (perennial / annual)
- ☐ Grasses / Lawns
- ☐ Composting
- ☐ Water Gardens
- ☐ Permaculture
- ☐ Fruit Trees
- ☐ Grapes-
- ☐ \_\_\_\_\_

#### Other Skill

- ☐ - \_\_\_\_\_
- ☐ - \_\_\_\_\_
- ☐ - \_\_\_\_\_
- ☐ - \_\_\_\_\_
- ☐ - \_\_\_\_\_

The following is a list of primary volunteer activities carried out by EMG's. Some activities may require physical work, interaction with the public, on-going commitments, administrative tasks, etc. Please check all that you may be interested in.

- ☐ Horticulture Hotline .
- ☐ Educational programs
- ☐ Demonstration Gardens
- ☐ Spring Garden Fair
- ☐ Public Education Team
- ☐ Farmers' Market Booth
- ☐ Organization newsletter
- ☐ Junior Master Gardener program
- ☐ Resource Library .
- ☐ Plant Sales
- ☐ Produce Distribution System .
- ☐ Assistance with Douglas County Extension Events -Fair, Kaw Valley Farm Tour, Horticulture camps, Extension outreach.
- ☐ Home Show
- ☐ Social Committee
- ☐ Festival of Trees
- ☐ Other ideas you may have

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K-State University Agricultural Experiment Station and Cooperative Extension Service is committed to making its services, activities, and programs accessible to all participants. If you have special requirements due to a physical, vision, or hearing disability, please contact Sharon Ashworth, Horticulture Program Assistant at 785-843-7058 or [sashworth@ksu.edu](mailto:sashworth@ksu.edu).

K-State Research and Extension is an equal opportunity provider and employer.

For additional information about the organization and its activities please visit [www.douglas.ksu.edu](http://www.douglas.ksu.edu) and click on the "Lawn and Garden" tab on the left.

## Volunteer Policy Agreement

### Kansas Extension Master Gardener Program - Douglas County

The purpose of the Extension Master Gardener (EMG) program is to provide trained volunteers willing to serve as program assistants for educational programs developed and supported by extension councils and K-State Research and Extension. The local extension council should be involved in implementing and monitoring progress with the EMG program with frequent reports of program impact and activities.

The Douglas County Extension Master Gardener (EMG) program is a volunteer program authorized and organized by K-State Research and Extension -- Douglas County in cooperation with Kansas State University. Master Gardener volunteers agree to abide by the rules and regulations established by the State, County, and local EMG Association.

Applicants agree to attend all sessions of the prescribed basic training and volunteer 40 hours in the first year following training. At least 6 of these hours will be on the Douglas County Horticulture Hotline. This will certify them as an active EMG. Continued certification (preceding years) requires members to complete 20 volunteer hours and 10 advanced education hours per year. The service year is January 1 to December 31.

EMG's operate under the control of a trained Extension professional responsible for monitoring their performance and the progress of their continuing education. EMG's are expected to provide recommendations based on research-based information.

EMG's are advised not to advertise their names or their place of business, nor to be listed on the advertisements of business places as "Extension Master Gardener." This is a Kansas State University public service program. Appearing as a commercial activity, having association with commercial products, or giving implied Kansas State University endorsements of any product or place of business is improper.

As a Kansas EMG:

1. I am accountable to the Extension Agent—Horticulture, local coordinator, K-State Research and Extension, and Kansas State University for my actions. I will work within the Master Gardener Program as an EMG volunteer
2. I will work as a "team player" for the good of the EMG program, work cooperatively with clients, other volunteers and extension staff and treat them with respect.
3. I will not endorse products or participate in the EMG program for personal gain nor use the EMG or extension rosters for personal business nor share these rosters with other entities.
4. As an EMG Volunteer I serve at the request of the local Extension Unit and may be removed from service at its discretion. I also may resign my volunteer role at any time.

*I have read the above policies regarding service as an Extension Master Gardener volunteer and do hereby agree to abide by them if selected to participate in the program. In addition, I am aware that there is a due process procedure available to me if I feel I have been wrongfully charged with a violation of program standards. I also understand the requirements to become an Extension Master Gardener and maintain certification.*

Printed name of volunteer \_\_\_\_\_

Signature of Volunteer \_\_\_\_\_ Date \_\_\_\_\_

***Thank you for your interest in Douglas County Extension Master Gardeners. Personal interviews are conducted for all applicants prior to acceptance into the program. Class size is limited and participants are chosen according to personal interest and the needs of the local program.***

Applicant accepted? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Interviewer \_\_\_\_\_ Date \_\_\_\_\_