

K-State Research & Extension - Sedgwick County Master Gardener Volunteer Program Information

Mission

The purpose of the Sedgwick County Extension Master Gardener Volunteer Program is to provide opportunities for gardening enthusiasts to expand their knowledge of horticulture and to actively share that knowledge with the community.

Participation Guidelines

- Be a resident of Sedgwick County, have a high school diploma or equivalent, possess a broad interest in horticulture, and be interested in working with and teaching others.
- Support the objectives of the K-State Research & Extension - Sedgwick County horticulture department and the Extension Master Gardener Volunteer Program.
- Electronic communication is critical and is the primary form of communication. It is preferred that you have an email address and the ability to utilize successfully these technologies.
- Read and comprehend an extensive class handbook that is used as support materials for classroom sessions.
- Attend daytime (week-day) basic training sessions, completing make-up lessons in cases of excused absences.
- After completion of basic training sessions in 2018, complete 48 hours of volunteer work (including 12 hours on phone hotline) in approved projects by December 31, 2019, nine hours of advanced training sessions throughout the year and nine hours basic training in fall of 2019.
- Continued distinction as an Extension Master Gardener Volunteer in good standing requires completion of nine hours of advanced training sessions, nine hours of basic training sessions, and 48 volunteer hours each year.

Your Role as an Extension Master Gardener

The following volunteer activities are venues of Extension Master Gardener Volunteer service to the community. As a volunteer, you will have the opportunity to choose among these activities to complete your volunteer hours.

Arboretum & Gardens

We have extensive plantings, primarily on the Extension grounds, which are planned, planted, and maintained by the Master Gardeners.

- Arboretum
 - Trees
 - Roses
 - Entry gardens
 - Ornamental Grasses
 - Shrubs
 - Nature Trail
- Demonstration Garden
- Historic Herb Garden at Cowtown
- Grounds

Education & Outreach

Providing gardening education and outreach is a core mission of the Master Gardener Volunteer Program. Volunteer opportunities exist for working with youth, special needs audiences, and community gardens. We also train volunteers to give presentations around the community and to answer questions on the hotline.

- Youth Education Committee
- Speakers' Bureau
- Horticultural Therapy & Community Gardens
- Hotline & Library

Special Events & Fundraising

Our special events are fun days that allow everyone to work together. Each event day has its own focus and flair. Volunteers plan and run the events. Volunteers can also choose to work at the events without participating in the planning. The Garden Tour is our major fundraiser each year and involves significant planning work throughout the year.

- Tree Festival
- Herb Day
- Garden Tour
- Farm, Forks & 4-H

Program Support Activities

Master Gardener Volunteers enjoy myriad learning opportunities. The Hospitality Committee is responsible for organizing potlucks and other meals and celebrations. The Newsletter keeps everyone informed about what's going on. Our Educational Tours committee plans educational and fun trips for volunteers.

- Educational Tours
- Newsletter
- Hospitality

Application Process

Those interested in the Extension Master Gardener Volunteer Program are invited to an Information Meeting at the Extension Education Center on **August 7, 2018** at 10:00 a.m. in 4-H Hall.

Applications will be available at the Information Meeting, from the MG Gardener Coordinator or on the website at www.sedgwick.ksu.edu.

Applications are due by **August 17, 2018 or must be postmarked August 17, 2018**. Personal interviews will be conducted during August. Acceptance or denial letters will be mailed by September 5, 2018.

Class size is limited and participants are chosen according to personal interests and the needs of the Extension Master Gardener Volunteer Program.

In order to be certain you receive communication regarding the Master Gardener Program and its deadlines, important dates and meetings, please add the email address for the Master Gardener Coordinator to your computer address book. This might not prevent these emails from going to your spam box so do check that often.

Angie Maben; Master Gardener Coordinator; amaben@ksu.edu.

K-State Research & Extension - Sedgwick County Master Gardener Volunteer Program Application 2018

Name _____ Telephone (home) _____
Address _____ Telephone (cell) _____
City/Zip _____ E-mail address _____

Experience

Briefly describe your experience and/or training in gardening / horticulture.

List three or more areas in which you have the most specialization, experience or expertise:

Do you belong to a garden club or environmental group? If so, which one(s)?

Please list past volunteer experiences, community involvement or civic activities and positions held:

Please list your occupation and any skills in non-horticultural areas (writing, computers, graphics, art, photography, etc.) that might be relevant to your volunteer activities:

Have you applied for the Extension Master Gardener program before?

Why do you want to become a Sedgwick County Extension Master Gardener Volunteer?

Master Gardener Volunteer Service

Please indicate when you are available for volunteering with the Master Gardener Program:

Weekdays

Evenings

Saturdays

Sundays

Do you anticipate any circumstances that would keep you from attending class, fulfilling the minimum volunteer commitments or participating in other volunteer activities?

If so, please describe here:

In what types of volunteer activities are you excited to be involved?

K-State Research & Extension uses unbiased, scientific research and trial information to make its recommendations. If these recommendations differ from your personal gardening practices or beliefs, would you be able to share the K-State recommendations with people who are seeking horticulture advice from you?

Yes

No

If you answered no, please explain.

Signed _____ Date _____

K-State Research and Extension is an equal opportunity provider and employer and 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 Rebecca McMahon at 660-0142.

**Extension Master Gardener
Volunteer Information Profile**

K-State Research and Extension takes seriously its obligation to provide a safe environment for all persons involved in our programs. This application is designed to be an information-gathering aid so as to successfully match the applicant's skills and interests with the appropriate volunteer position and needs of the organization. Answers given by the applicant are to be verified in those instances where a legitimate question arises as to his/her qualifications.

General Information

Name _____
(First) (Middle Initial) (Last)

Mailing Address _____
(Street, Box, Route, Apt #) (City) (State) (Zip)

Physical Address _____
(If different than above) (Street, Box Route, Apt #) (City) (State) (Zip)

How long have you been at this present address? _____ Years

Phone: Cell _____ Best time to call: _____ AM/PM
Home _____ Best time to call: _____ AM/PM
Work _____ May you be called at work? _____
E-Mail: _____ FAX: _____

Birthdate: Month _____ Day _____

Is your driver's license current and valid? Yes No

Do you currently have the minimum vehicle insurance coverage as required by the State of Kansas?
Yes No

References

List two persons not related to you who are familiar with your character and your qualifications as it relates to volunteer work. (Do not list Extension agents or staff.) References will be checked when necessary.

1. _____
(Name) (Phone: Day & Night) (Association to you)

Email address

2. _____

(Name) (Phone: Day & Night) (Association to you)

Email address

The Sedgwick County Extension Master Gardener Volunteer Program is very concerned that volunteers be appropriate role models.

Please complete all questions. A 'yes' answer does not automatically exclude you from becoming a Master Gardener Volunteer.

Have you ever had a problem with:

Check all that apply:

- a. Substance abuse: alcohol, tobacco or other drugs?
 No Yes If Yes: Charged Convicted
- b. Criminal behavior: Felony or Misdemeanor
 No Yes If Yes: Charged Convicted
- c. Child abuse or neglect:
 No Yes If Yes: Charged Convicted

Have you ever had your driver's license suspended or revoked? No Yes

If 'Yes' to any of the above, please elaborate:

If 'Yes' to any of the above, please describe what steps you have taken to correct the problem(s).

Other than the above, is there any other fact or circumstance involving you or your background that would affect your ability to be entrusted with the supervision, guidance and care of youth under the age of 19:

No Yes If yes, please explain:

Commitment

Thank you for your interest in the Extension Master Gardener Volunteer Program and for completing the application. It will be reviewed and you will be contacted during August to schedule an interview.

Please be sure to sign and date this agreement.

I wish to become a Sedgwick County Extension Master Gardener Volunteer Program trainee and will attend the training sessions that begin on Thursday, September 20, 2018 and continue each Thursday from 9:00 a.m. to 4:00 p.m. through November 15, 2018. All sessions will be held at the Sedgwick County Extension Education Center located at 7001 W. 21st St. North, in 4-H Hall.

I understand that if I am accepted into the program, I am entering into a commitment to return a minimum of 48 volunteer hours to the Horticulture and/or Extension Master Gardener Volunteer Program by December 31, 2019. I further understand that continued distinction as an *active* Extension Master Gardener Volunteer requires annual completion of 48 volunteer hours, nine hours of basic training sessions and nine hours of advanced training.

In exchange for volunteer hours, Extension Master Gardener Volunteers receive at least 48 hours of Horticultural training provided by K-State Research & Extension Specialists and County Extension Agents and recognized horticultural leaders in the community.

Extension Master Gardener Volunteers are expected to provide recommendations to the public based on K-State research-based information and to provide educational program assistance in support of the Sedgwick county extension education program. Extension Master Gardener Volunteers may not participate in the K-State Research & Extension Master Gardener Volunteer Program for personal financial gain or for commercial recommendations or endorsements.

Master Gardener Volunteers operate under the supervision of a trained extension professional responsible for monitoring their performance and the progress of their continuing education.

Individuals accepted into the Master Gardener Volunteer Program may be required to undergo a background check. All information is strictly confidential.

I agree to pay the \$120.00 enrollment fee to cover fees and costs for the Master Gardener Basic Training.

Signed

Date

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