

Master Gardener Program

October 13, 2011

Dear Applicant,

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 WSU 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 commitment to be a life long learner.

This program offers gardeners opportunities to gain personal gardening knowledge but our primary focus is to develop community educators. Once trained, WSU Master Gardener volunteers help deliver messages related to water-wise gardening, how to grow your own food, low-impact landscaping, diagnosing plant diseases, identifying insects/pests etc. We provide a number of different venues, including demonstration gardens and clinics through which volunteers deliver these messages. The WSU 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 WSU 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 a pre-orientation session. The pre-orientation session will help you determine if becoming a WSU Master Gardener volunteer is a good fit for you. Pre-orientation session dates, times, and locations are located inside this application packet.

It is important that applicants understand two guiding principles of the WSU Master Gardener program.

1) The program is based on research findings related to the horticultural topics. When providing information to the public volunteers use only research vetted material. 2) 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 pre-orientation sessions.

Please return your completed application to me by **Friday, December 16th, 2011**. I look forward to meeting you at one of the pre-orientation sessions. In the meantime if you have any questions, please contact me by email at 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
WSU Master Gardener Program Coordinator
WSU Thurston County Extension

WSU Extension Thurston County Master Gardener Program Fact Sheet

Basis of the Program: The WSU Extension Master Gardener program is 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. WSU 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. We work hard but also have a lot of fun doing so. You will be viewed within the community as a key resource which provides 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 sound resources WSU provides to find answers 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:

- Question/answer plant clinics
- Demonstration gardens (Closed Loop Park, Dirt Works, Olympia Farmers Market Garden)
- 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. WSU Master Gardeners in most cases emphasize natural control of pests and diseases. In some cases you may be asked to provide information about a pesticide/chemical solution that has been approved by WSU. Please do not apply if you are unwilling to do this.

Program Detail: Applicants accepted into the WSU Master Gardener training program attend twenty weeks of classes either in person or by using the on-line training program. Each WSU Master Gardener trainee is assigned a mentor to assist him/her in the education process. For 2012, training will begin on February 2, 2012 and finish on June 14, 2012. 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 to hear a presenter speak, take a field trip or to do a hands-on activity/lesson. You will be expected to take bi-weekly on-line quizzes. These quizzes are not for grading purposes but for retention of new material learned.

- **When:** For the first time since 2003 classes will be held in the evening/Saturday morning on the following 2012 dates:

February 2, 7, 9, 23, 25

March 6, 8, 22, 24

April 3, 5, 19, 21

May 1, 3, 17, 19, 29, 31

June 2, 12, 14

All WSU Extension programs and policies are consistent with federal and state laws and regulations on nondiscrimination regarding race, sex, religion, age, color, creed, national or ethnic origin; physical, mental or sensory disability; marital status sexual orientation, and status as a Vietnam-era or disabled veteran. Evidence of noncompliance may be reported through your local Extension office.

Our Tuesday/Thursday classes will be from 5:30pm to 8:30pm. Our once a month Saturday class will be from 9am to 1pm. A break will be scheduled each session depending on each individual presenter.

- **Where:** Our Tuesday/Thursday classes will be held at South Puget Sound Community College main campus in Olympia. A parking pass is included in the training fee. As always carpooling will be encouraged. Our Saturday classes will be held in a variety of locations as these are our “field trip” days. Details of when and where we will meet will be given upon acceptance into the program.
- **Class fee:** The cost for the 2012 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 2, 2012. 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 are experiencing a financial hardship, please include a note of inquiry with this application. Payment plans are available for those experiencing financial hardship. 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 2012 application. We will accept applications up through the end of the December 16th business day. Our goal is to be able to train 70 new Master Gardener trainees in the 2012 class. You are urged to return your application as promptly as possible. Due to the large quantity of applications received, it may be necessary to place applicants on a wait list. Applications will be reviewed and acceptance into the program will be based on the following criteria:
 1. Attendance at one of the following informational pre-orientation sessions held at the Thurston County Extension Office in West Olympia-see the directions sheet at the end of this document. 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 18th from 5:30pm to 7:00pm
 - October 28th from 5:30pm to 7:00pm
 - November 10th from 5:30pm to 7:00pm
 - November 29th from 5:30pm to 7:00pm
 - December 7th from 5:30pm to 7:00pm
 2. A complete, signed and received application by December 16, 2011.
 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 WSU Master

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Gardener volunteer training program is contingent upon the report from the Washington State Patrol. All information is confidential.

- **Volunteer Service Internship:** In addition to class and on-line training time all interns are required to complete 60 hours of volunteer service within your internship as WSU Master Gardeners (between February 2, 2012 and December 31, 2013). Interns who attend all training sessions, complete on-line training sessions, and complete their volunteer service hours will become a certified WSU Master Gardener. These conditions are not applicable for those in the Non-Volunteer Track. After you finish your internship, the requirement to remain a certified Master Gardener is the completion of 35 hours per year. 25 of the 35 hours are “your choice” volunteer hours and 10 hours will be continuing education credits per year.
- **Training Materials:** All training materials are included in your \$275 class fee. This includes your on-line class registration fee, WSU Master Gardener online manual, and other publications/handouts. This fee also covers all room rental fees, speaker fees, bus fees and lesson supplies. You will also receive a name tag that we ask you to wear at all times during training and other WSU 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 WSU 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 WSU 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. For our Tuesday/Thursday classes please arrive early enough to be ready for class to begin at 5:30pm. For our Saturday classes please be ready for class to begin at 9am. Leaving early from class is discouraged and excessive early departures will result in being dropped from the class with no refund. 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 bi-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 missed classes will need to be made up. While it is understood that sometimes things can't be helped, excessive multiple absences may result in you being dropped from the program.

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- **Bad Weather:** We follow the South Puget Sound Community College 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 2012 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 WSU 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 there will be time to discuss volunteer opportunities and options for completing the 60-hour internship. 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 Program Coordinator
 WSU Thurston County Extension
 5033 Harrison Ave. NW
 Olympia, WA 98502

Phone: 360-867-2162

Fax: 360-867-2152

Email: carltoc@co.thurston.wa.us

Pre-Orientation Sessions

Please plan on attending one of the following sessions which will allow you to see if the WSU Master Gardener Program is a right fit for you. No pre-registration needed.

- October 18th from 5:30pm to 7:00pm
- October 28th from 5:30pm to 7:00pm
- November 10th from 5:30pm to 7:00pm
- November 29th from 5:30pm to 7:00pm
- December 7th from 5:30pm to 7:00pm

Directions to WSU Thurston County Extension Office:

The WSU Extension office is located at 5033 Harrison Ave. NW, Olympia, WA 98502. Our office is located inside the old McLane firehouse. Currently the City of Olympia is in the process of renaming Mud Bay Road to Harrison Avenue. Some of the street signs still say Mud Bay while others have been changed to Harrison. If you want to Map Quest or Google our office location you will need to use our old office address as these sites have not been updated. Our old address is: 4131 Mud Bay Road W, Olympia, WA 98502. OR you can follow these directions....

From I-5 take HWY 101 towards Shelton. Get off at Evergreen State College/Evergreen Parkway exit. Once you exit the highway keep **right** and follow the sign and ramp to Mud Bay Road. At the bottom of the ramp turn **right** onto Mud Bay Road/Harrison Ave. and immediately right into the parking lot of the Extension office.

The office entrance is the small door to the right of the fire bays. Parking is available in the small lot and all along the front of the building even though signs are posted not to park there. Parking is available in front of the bays because this orientation is taking place after normal work hours. Parking is also available behind the building and can be accessed just past the fire bays. From the back parking lot follow signs through the courtyard and into the building.

For questions please contact Cori at 360-867-2162 or carltoc@co.thurston.wa.us

2012 Master Gardener Volunteer Application

Selection for the WSU 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. Due to class size limits, you may have to wait more than one year to be selected. If you are not selected for the upcoming class we encourage you to re-apply next year. Applications are available on a yearly basis beginning October 1st.

Return completed forms to the WSU Extension office by December 16th to assure consideration for the 2012 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: _____

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

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

- | | | | |
|------------------------|-------------------|-----------------------|-------------|
| ___ Annuals | ___ Perennials | ___ Roses | ___ Lawns |
| ___ Ornamental grasses | ___ Native plants | ___ Wildlife habitats | ___ Herbs |
| ___ Vegetables | ___ Houseplants | ___ Fruit trees | ___ Soils |
| ___ Berries | ___ Grapes | ___ Trees | ___ Shrubs |
| ___ Pruning | ___ Composting | ___ Propagation | ___ 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
- Herb spirals Permaculture Companion planting
- Square foot gardening

Other _____

What are your main gardening interests?

Please check all additional skills and experiences you would bring to the WSU 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 _____

Other _____
(please describe)

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As part of the 2012 training each participant will be asked to complete one of the following projects:

- Garden Fact Sheets: Fact sheets contain information on a specific topic and are used by the general public to solve a gardening problem or gain further knowledge. Sample fact sheet topics include: rose culture in the NW, winterizing your yard, problem insects, growing herbs, seed saving, tomato problems, shade loving plants, preserving your harvest, container vegetables etc. Fact sheets are typically between 2-4 pages long and are designed to give specific topic information and further resources. Each intern who chooses this project will be asked to complete 5 fact sheets as part of your internship. Resources to create these sheets will be provided.
- Community Workshops: Community outreach is a vital part of program. WSU Master Gardeners are trained to speak to community members and/or groups on various gardening topics. Workshops are normally between a half hour and an hour long. Sample themes include: adaptive gardening, how to grow vegetables, succession planting, how to create a perennial garden, yard waste composting etc. Interns who choose this option will create a workshop outline and resources to be handed out at a future outreach event.
- Trial Garden Experiments: Part of being a WSU Master Gardener is testing new gardening techniques. Interns who choose this option will perform a scientific gardening experiment in our demonstration gardens or in their own yards. They will report back to the group on the results of their test. A previous sample experiment tested open pollinated vegetable species vs. a hybrid vegetable. Interns who choose this option will be asked to write a summary sheet of their test and a fact sheet for the public based on your findings.

Based on this limited information which project seems most interesting to you? _____

What topic(s) do you have experience in or would you be interested in learning more about to fulfill one of these projects? _____

You will receive more information about all of these projects during the first few classes of training. A final project and topic selection won't be due until then.

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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 **60 hours** of volunteer work during your
internship? Yes _____ No _____

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:

Training classes will be held on the following 2012 dates: February 2, 7, 9, 23, 25
March 6, 8, 22, 24
April 3, 5, 19, 21
May 1, 3, 17, 19, 29, 31
June 2, 12, 14

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:

How did you learn about the WSU Master Gardener program?

Have you been to a WSU Master Gardener Clinic or Demonstration Garden? ___Yes ___No

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Have you used WSU 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 WSU 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 WSU Master Gardener program, I agree to:

Attend all scheduled training classes.

Provide a minimum of 60 hours of volunteer service during the internship period.

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 WSU 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?**

YES NO

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
WSU Master Gardener application
WSU Thurston County Extension
5033 Harrison Ave. NW
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 2, 2012).

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:

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

Signature _____ Date _____

Return completed forms to the WSU Extension office by December 16th to assure consideration for the 2012 training class.

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