



**Dear Volunteer Master Gardener Applicant
for the Sutter/Yuba Counties, U.C. Master Gardener Program**

Thank you for your interest in the University of California Master Gardener Program. Enclosed you will find an application, a Master Gardener Position Description and a description of the types of volunteer activities in which Master Gardeners participate. Please return the application by:

Friday, November 7, 2014

The Master Gardeners of Sutter/Yuba Counties are a group of trained, dedicated volunteers who work as non paid staff members of the University of California Cooperative Extension. The primary responsibility of a Master Gardener is to disseminate horticultural information to the home gardener. All information provided to the public must be based on University of California or other university research. Additionally, a Master Gardener cooperates with and assists the Master Gardener Advisor and other Cooperative Extension staff, helps prepare for and organize specific educational events, pursues affirmative action, and participates in the administration of the Master Gardener Program.

Master Gardener trainees are selected on the basis of a written application and an individual interview. Selected candidates are committed to public service. Anyone who wishes to advance their career through the Master Gardener Program need not apply. Master Gardeners will wear name badges when and only when engaged in official Master Gardener activities. The Master Gardener title cannot be used for any commercial purposes; the program is strictly volunteer. Payments for the services of a Master Gardener may be accepted only on behalf of the Master Gardener Program.

Upon submitting your application, you are expected to attend a **“Meet the Master Gardener”** orientation program. This one and half hour orientation will give you an opportunity to learn more about UC Cooperative Extension, Master Gardeners, and to ask questions about the program. It is important that you fully understand what our expectations are and what your commitment to the program will entail. You may find that the program is not what you are looking for.

The mandatory **“Meet the Master Gardener”** orientation program will be on **Friday, November 14 at 3:00 PM to 4:30 PM** at the University of California Cooperative Extension Farm Advisors’ Office, 142A Garden Highway, Yuba City. This letter is the only notice you will receive about the orientation meeting, so please mark your calendar and plan to attend this



important session that will tell you about master gardening. In order to help us make our selection of individuals wishing to commit to the program, we would like to meet each applicant in person. At the end of the orientation meeting, we will schedule a time when you can get together for a 20-25 minute interview. Please bring your personal calendars if necessary, to avoid scheduling problems. After the interviewing process is completed, the final selections will be made. The approved applicants will be notified by December 12, 2014.

The Master Gardener Training Program will consist of 64 hours of classroom instruction in such areas as weeds, diseases, insects, soils, irrigation, fertilizers, fruit and landscape trees, ornamentals, vegetables, and plant propagation. Classes will be held each Wednesday afternoon (12:30 p.m. to 4:30 p.m.) beginning January 14, 2015 and ending April 29, 2015. The sessions will be located at the Sutter-Yuba Counties UC Cooperative Extension office at 142 Garden Highway, Yuba City. A \$150.00 fee is payable upon your acceptance into the program. This fee is necessary for a permanent Master Gardener name badge, two UC publications, training materials and expenses incurred during the training. Only one excused absence will be allowed during the training.

After completing the training and passing a written exam, you will become a certified University of California Cooperative Extension Master Gardener. There is a University of California policy that requires all UC volunteers to be fingerprinted. It will be your personal responsibility to be fingerprinted at the Probation Department of the county you live in. This is only for Sutter and Yuba County residents. Within one year of certification, you will be required to complete a minimum of 50 hours of volunteer service in activities mutually agreed upon with the Master Gardener Advisor in Sutter and Yuba Counties. You will be mentored for the first 12 volunteer hours by veteran Master Gardeners.

Ability to fulfill the volunteer commitment is a major criteria in the selection process. Also, one of the most important aspects of our program is answering phones in the office. We will be particularly interested in people able to help in this area.

In addition to the 50 hours of volunteer service, an additional 12 hours a year continuing education is required after your first year for recertifying Master Gardeners. This includes at least six hours from monthly Master Gardener meetings. Field trips, garden club talks or other activities designed to increase your gardening and horticulture knowledge are also acceptable.

If you have any further questions call 530-822-7515. See you Friday, November 14, 2014 at 3:00 p.m.

Sincerely,

JANINE HASEY
Farm Advisor, County Director and Master Gardener Advisor

Enclosures