



## **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 UC Master Gardeners participate. Please return the application by:

**Thursday, November 16, 2018**

The Master Gardeners (MG) 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 UC 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 UC Master Gardener cooperates with and assists the Master Gardener Advisor, other Cooperative Extension staff and MG Co-coordinators, helps prepare for and organize specific educational events, pursues affirmative action, and participates in the administration of the UC 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. UC Master Gardeners will wear name badges when and only when engaged in official Master Gardener activities. The UC Master Gardener title cannot be used for any commercial purposes; the program is strictly volunteer. Payments for services of a Master Gardener may be accepted only on behalf of the UC Master Gardener Program.

Upon submitting your application, you are expected to attend a **“Sutter-Yuba UC Master Gardener Program introduction”**. This one and half hour introduction will give you an opportunity to learn more about UC Cooperative Extension, Master Gardeners, and to ask questions about our 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 **“Sutter-Yuba UC Master Gardener Program Introduction”** will be on **Friday, November 30 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 introduction meeting, so please mark your calendar and plan to attend this important session that will tell you about the UC Master Gardener program. 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 introduction meeting, we will schedule a time when you can get together for a 20-25 minute interview between January 8-10, 2019. 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 January 17, 2019.

The UC 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 February 6, 2019 and ending May 22, 2019. The sessions will be located at the Sutter-Yuba Counties UC Cooperative Extension office at 142 Garden Highway, Yuba City. A \$175.00 fee is payable upon your acceptance into the program. This fee is necessary for the Master Gardener Handbook, name badge, two UC publications, UC Weed ID cards, training materials and expenses incurred during the training. **Only one excused absence will be allowed during the training.**

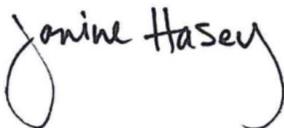
After completing the training and passing a written exam, you will become a certified University of California Cooperative Extension Master Gardener. There is a University of California policy that requires all UC volunteers to be fingerprinted. It will be your personal responsibility to be fingerprinted at the Probation Department of the county you live in. You are expected to have finger printing completed by February 6, 2019. 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 by veteran Master Gardeners for the first 12 volunteer hours doing office duty.

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 in your first year, at least six hours from monthly Master Gardener meetings and/or field trips is also required. Once you complete the first year as a UC Master Gardener, 25 hours of volunteer service and 12 hours of continuing education is required for reappointed Master Gardeners.

If you have any further questions call 530-822-7515. See you Friday, November 30, 2018 at 3:00 p.m.

Sincerely,

A handwritten signature in black ink that reads "Janine Hasey". The signature is written in a cursive style with a large, looping initial "J".

JANINE HASEY

UCCE Farm Advisor, County Director and Master Gardener Advisor

Enclosures

## VOLUNTEER SERVICE DESCRIPTIONS

---



The following are some of the projects the UC Master Gardeners will be asked to spend their volunteer time in:

**Public Service Phone Calls and Visitors** - At the County Cooperative Extension offices there is a Master Gardener office with a reference library. Master Gardeners staff this office answering telephone and visitor home gardening questions. Plant identification, pesticide recommendations, pruning, identifying insects, diagnosing plant problems, how to fertilize and managing clay soils are just a few of the topics Master Gardeners handle when answering public service calls.

**Talks and Demonstrations** - Talks at the Community gardens, Gauche Park Water-wise garden, schools, garden clubs, the library, homeowners' associations, seniors' groups and others often call Cooperative Extension to request a speaker or are scheduled by the Master Gardener Program Co-Coordinator. The Master Gardener Speakers Bureau lists those Master Gardeners who will give talks and the subjects they will speak on and is used to supply Master Gardeners to organizations needing speakers. The Master Gardeners also conduct jail garden classes in Yuba County.

**Demonstrations** - are a more **"hands on"** approach which may involve planting a tree, preparing for and planting a vegetable garden, or showing how to prune a rose.

Talks, demonstrations and clinics often involve the Master Gardener in public speaking.  
Advance research and preparation are necessary.

**Farmer's Markets** - May through October, Master Gardeners staff a Master Gardener booth at the Yuba City Farmers Market at the Town Square answering questions and providing gardening information.

**Home Show** - Master Gardeners set up and staff a plant clinic and information booth at the Home Show. Plant and garden questions are answered and publications given out. Because of the importance of this exhibit, all Master Gardeners may become involved.

**Farm Day and Fair** – Master Gardeners assist the Farm Bureau with demonstrations and/or presentations.

**Newsletter** - Writing opportunities include newsletter articles.

**Plant Clinics or Workshops** - Clinics may be scheduled and held at community gardens, nurseries, libraries or other appropriate settings. These clinics offer the public a chance to bring their plant questions and get answers on a wide range of garden topics. The clinics are an effort to reach more people out in their communities. Some of the clinics may feature a particular topic and require Master Gardeners to prepare and give a talk on such things as: backyard bugs, landscaping for water conservation, native plants, herbs, winter vegetable gardening, pruning fruit trees, establishing a new yard, and other topics. Some clinics may strictly help people with their plant and garden questions, whatever they might be, with no particular subject featured. Clinics are usually held on weekends for two – three hours.

## POSITION DESCRIPTION

---



**Title:** UC Master Gardener Volunteer (Sutter and Yuba Counties)

**Purpose:** To extend research based knowledge and information on home horticulture, pest management, and sustainable landscape practices to the residents of Sutter and Yuba Counties.

### **Brief Description of the Position:**

A Master Gardener is a non-paid staff member of the University of California Cooperative Extension who: answers questions, diagnoses plant problems and gives horticulture assistance to the public by telephone, at plant clinics, Farmers Markets, community gardens, demonstrations, talks and through mass media on vegetable gardening, trees, shrubs, soil, lawns, diseases, insects and related topics.

Cooperates with and assists the County Cooperative Extension staff.

Helps to prepare for, organize and conduct specific educational activities.

Keeps appropriate records of volunteer hours and contacts made.

### **Requirements:**

Will complete a 64 hour training program in plant science and horticulture and pass a written exam. Will be fingerprinted by the Probation Office for residents in Sutter or Yuba Counties.

Will devote a minimum of 50 hours of Master Gardener volunteer time in activities mutually agreed upon with the advisor and attend 6 hours of monthly meetings and/or field trips within one year. Thereafter, to remain a UC Master Gardener, 25 hours of volunteer time and 12 hours of continuing education are required each year.

Has knowledge and skills in basic ornamental horticulture, gardening and general related areas.

Must be able to schedule time so as to be available to do the kinds of volunteer work listed in the Volunteer Activities Descriptions.

Will submit records of volunteer activities and contacts.

In all activities for which hours are reported as UC Master Gardener time, will represent themselves as a UC Master Gardener either by listing themselves as such in written material or by wearing their badge or introducing themselves as a UC Master Gardener.

Will not use the UC Master Gardener title for commercial purposed or monetary gain.

Can effectively communicate with the public by telephone, personal contact, and/or group contact and through written language.

Enjoys working with people and is able to work with many different types of people.

Is a self-starter and completes assigned tasks. Will be responsible to the Extension Advisor in charge of the UC Master Gardener Program.

### **Supervision:**

The Extension Advisor in charge of the UC Master Gardener Program and the MG Co-coordinators provide supervision and support to the volunteer Master Gardener.

They will assign, review and assess work.

They will provide for in-service training based upon needs of the Master Gardener.

They will provide for space, telephone and other needed support.

The County Director ultimately certifies a Master Gardener.

Please return by November 16, 2018

University of California  
Agriculture and Natural Resources

MASTER GARDENER VOLUNTEER  
APPLICATION FORM



County: \_\_\_\_\_ Date of Application: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Home Phone (with area code) Work Phone (with area code)

( ) \_\_\_\_\_

Cell Phone (with area code) Email Address

Ethnicity and Gender (Optional) Please circle the one that best applies:

- |                                |                 |                        |
|--------------------------------|-----------------|------------------------|
| Female                         | Male            |                        |
| American Indian/Alaskan Native | Hispanic/Latino | Asian/Pacific Islander |
| Black/African American         | White           |                        |

Occupation (if retired, occupation at time of retirement): \_\_\_\_\_

Please complete the following (attach additional pages if necessary)

- Why do you want to become a UCCE Master Gardener? \_\_\_\_\_  
\_\_\_\_\_
- Please list volunteer groups you have been involved in, and what type of activity you participated in with these groups. (Leadership, projects, fund raising, schools, service clubs (e.g., Rotary, etc.) church groups, senior citizens, youth groups, etc.):  
\_\_\_\_\_
- Years of gardening experience \_\_\_\_\_. Detail type(s) of gardening experiences and any related formal training and/or your personal gardening interests: \_\_\_\_\_  
\_\_\_\_\_
- Tell us about a special project or activity you have initiated and completed in your community or work. (Special event, fundraiser, boy/girl scout, church event, etc. or areas of interest, specialization or hobbies):  
\_\_\_\_\_  
\_\_\_\_\_
- What languages do you speak? \_\_\_\_\_
- How did you learn about the UCCE MGP? \_\_\_\_\_
- Please list group affiliations (garden clubs, plant societies, community gardens, etc.): \_\_\_\_\_
- What times of the day are you most available to volunteer?  
Monday: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_ Wednesday: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_ Friday: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_  
Tuesday: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_ Thursday: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_ Saturday: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_
- What special skills would you bring to the program (e.g., artistic, computer skills, arts and crafts, construction, photography, finance, teaching)? \_\_\_\_\_  
\_\_\_\_\_



10. What teaching/communication experience do you have? List types of experiences:

- a. Writing articles \_\_\_\_\_
- b. Speaking to large groups (30+ people) \_\_\_\_\_
- c. Speaking to small groups (<30 people) \_\_\_\_\_
- d. Demonstrations to groups \_\_\_\_\_
- e. One to one consultations \_\_\_\_\_
- f. Educational art displays \_\_\_\_\_
- g. Other (please describe) \_\_\_\_\_

11. Have you applied to be a Master Gardener previously? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_

12. What are your expectations of being a MG volunteer? \_\_\_\_\_

13. To become a certified Master Gardener, you will be expected to volunteer 50 hours of your time. **Much of your volunteer work will be in the office answering public service calls.** Please indicate what additional categories you will be willing to participate in. (see enclosed descriptions)

- \_\_\_\_\_ Plant Clinics \_\_\_\_\_ Plant Sale Fundraisers \_\_\_\_\_ Farmers Market (Saturdays)
- \_\_\_\_\_ Home Shows \_\_\_\_\_ Talks & Demonstrations (community gardens, library, jail, other)
- \_\_\_\_\_ Newsletter articles \_\_\_\_\_ School Gardens or Youth Programs (Farm Day)

14. What other ideas do you have of some types of volunteer Master Gardener work you can do in completion of your volunteer commitments?

15. Specify why you will fulfill your volunteer commitment. \_\_\_\_\_

I wish to be considered for acceptance into the UCCE MGP training program offered by the University of California Cooperative Extension. I understand that if I am accepted, I will become a certified UCCE MGP volunteer when I complete 16 weeks of classes and pass a written examination by 70%. I understand, that in exchange for the training made possible by the program, I will volunteer at least 50 hours of volunteer time to the UCCE MGP within one year of certifying, attend all training classes, submit volunteer hours, follow University policies and procedures while acting as a UC Master Gardener and agree to a background and **fingerprint screening prior to the beginning of the training program.** I also agree to complete the forms required for appointment which include: Proof of valid driver's license and insurance (only if driving will be part of your duties as a volunteer), the Code of Conduct, Annual Volunteer Agreement and pay an annual nominal insurance fee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(All fees payable to UC Regents upon acceptance into the UC Master Gardener Program)

County Use Only						Cash or Check # _____	
Proof of Current Driver's License	Proof of Auto Liability Ins.	Background Check	Orientation	Conduct / Rights & Responsibilities	Other:	Date Received	Fees Paid \$ _____

Information on this form is being requested under the authority of the Smith-Lever Act of 1914 covering Cooperative Extension activities and Article IX Section 9 of the State of California Constitution covering the University of California. Ethnic information is requested to maintain compliance with Title VI of the civil Rights Act of 1964 and sex information is requested to maintain compliance with Title IX of the Education Amendments of 1972. Statistical information on this form is being collected to satisfy the U.S. Department of Agriculture Extension Service reporting requirements for Affirmative Action and the Federal Affirmative Action Program Report. Statistical information includes sex, ethnic information and residence location. Submission of the above noted information is voluntary and if the information is not submitted by the source, the county master gardener staff may use his or her judgment to complete the information and satisfy Federal reporting requirements. Other personal information on this form is being collected to provide the County Extension Master Gardener staff with information to assist in program planning. This information consists of name, address, phone and email in addition to your skill set assessment.

In compliance with the California Information Practices Act of 1977, the following information is provided: The information on this form is being requested by the University of California Cooperative Extension (UCCE) for use in the UCCE Master Gardener Program. The individual completing this form may make inquiries concerning use of the information collected and may ask to review the form as well as other non-confidential personal information maintained on record by contacting the local UCCE County Director, Advisor, Program Coordinator or the statewide Director for the UC Master Gardener Program at:

UC Master Gardener Program, 2801 2nd Street, Davis, CA 95618-7779.

The University of California, Division of Agriculture and Natural Resources (UC ANR) prohibits discrimination against or harassment of any person in any of its programs or activities on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, status as a protected veteran or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 [USERRA]), as well as state military and naval service. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's non-discrimination policies may be directed to the Affirmative Action Contact and Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1318.