



Colorado Master Gardener Program

2020 Application

Colorado Master Gardener Volunteer and Colorado Gardener Certificate Training

Thanks for your interest in the **Colorado Master Gardener volunteer program!** **This application must be sent to your local county for review and follow-up.** Before completing this form, please be sure you've read information about our volunteer program and training requirements to ensure this is a good fit for you. **Information can be found at:** <http://ColoradoMasterGardener.org> **under About > Become A Master Gardener > Application Information**

This application will take 30-60 minutes to complete. There are 11 sections in total. As a heads up, Section 7 requires three personal references including names and email addresses. You can also apply online at <http://ColoradoMasterGardener.org>

General Information

Full legal name (first, middle, last): _____

Name you go by: _____

Preferred Phone Number: _____

E-mail (required): _____

Mailing Address: _____

County: _____ Explain, if not your home county: _____

Are you employed in the Green Industry? No Yes; Position: _____

How did you learn about the Master Gardener program?

- | | |
|---|---|
| <input type="checkbox"/> Local county program | <input type="checkbox"/> Online/web search |
| <input type="checkbox"/> Local county advertising | <input type="checkbox"/> Master Gardener from another state |
| <input type="checkbox"/> Friend/family/neighbor/co-worker | <input type="checkbox"/> Other: _____ |

To apply as a Colorado Master Gardener volunteer, complete entire application. Payment is not required until acceptance into the program.

Applications FOR THE VOLUNTEER PROGRAM and checks for the COLORADO GARDENER CERTIFICATE can be mailed to:

Gunnison Extension
275 S. Spruce St.
Gunnison, CO 81230

(Applications can also be emailed to eric.mcphail@colostate.edu)

Check the box next to your application type:

Colorado Master Gardenersm Volunteer (\$170)

To become a Colorado Master Gardener Volunteer, you must complete the following:

1. Apply to and be accepted into your local county/area CMG Program.
2. Course work: Satisfactorily complete the CMG training course with 80% minimum class attendance.
3. Volunteer Service: Continue the learning experience with 50 hours minimum volunteer service in the county/area CMG program.
4. Record volunteer hours and training online.

Colorado Gardener Certificate Training (non-volunteer) (\$530)

- For individuals interested in the *Colorado Master Gardener* training course without a volunteer commitment (i.e., without becoming a *Colorado Master Gardener*), the class work is available for a higher fee in-lieu-of the return service.
- To receive the *Colorado Gardener Certificate*, participants must attend 80% minimum of the classes.

To register for the *Colorado Gardener Certificate* training, complete [this page only](#) and send with a \$530 check to cover class *tuition* AND *program fees*. Please make check payable to "La Plata County Extension".

If you are applying for the Colorado Gardener Certificate NON-VOLUNTEER Training, DO NOT COMPLETE THE REST OF THE APPLICATION.

Section 1: Volunteer Experience

Briefly answer questions 1-12 on an attached sheet of paper.

1. **Describe your experience in volunteer programs** (scouting, hospitals, senior centers, park districts, 4-H, schools, etc.).
2. **Describe your experience working with specific audiences** (youth, special needs, senior citizens, etc.).

Section 2: Teaching & Communication

CMG volunteers are community educators first and foremost. Education can take many different forms.

3. **Describe any experience you may have in communications** (electronic media, social media, public speaking, one-on-one Q&A, mentoring, writing, teaching, etc.).
4. **Describe your experience as a teacher in formal or informal settings.** This includes mentoring, demonstrations, and/or presentations you have done.

Section 3: Gardening Experience

Everyone is welcome to apply for the Colorado Master Gardener program. Prior horticulture & gardening experience is not required but it is helpful for local staff to know your past experiences and level of knowledge. Please write N/A if a question doesn't apply to you.

5. How many years have you been actively gardening? ____
6. How many years have you been actively gardening in Colorado? ____
7. **Describe one of your gardening successes this past season.**
8. **Describe one of your gardening challenges this past season and how you approached it.**
9. **Describe your areas of gardening expertise you can share with others.**
10. **List formal education or training you have had in the area of horticulture / home gardening.**

Section 4: General Volunteer Interest

11. **Describe non-gardening related skills/talents** that you could share with the CMG organization.
12. **Why do you want to become a Colorado Master Gardener?** Describe what you'd like to do as a volunteer.

Section 4: *continued*

General Volunteer Interest

Colorado Master Gardeners do a variety of educational outreach programs in the community. The list below includes examples. **Please check areas that you find most appealing.**

Note: *This does not commit you to any specific project, dates or times. Counties vary greatly in the CMG outreach offered locally. Some projects may be required by the county in which you apply.*

- Helpdesk inquires** (phone & email)
- Diagnostic Clinic** at the CSU Extension Office (assisting walk-in clients with samples and questions)
- Teach** adult garden-related classes
 - ___ **Write** for local newspapers, blogs, HOAs, etc.
 - ___ **Electronic media** – social media, youtube videos, email inquiries, website development, etc.
- Youth Outreach** (school gardens, garden-related classes)
- Informational Outreach** (educational tables at garden centers, farmers markets, county fairs, etc.)
- Community Gardening & Greening** (mentor community gardens, assist with educational demonstration/research garden)
- Other interests/projects:** _____

Section 5:

Scheduling

Check the times that you are generally available for Colorado Master Gardener volunteering.

Note: *This does not commit you to any specific dates or times.*

	Daytime	Evenings
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Other comments about availability: _____

1. **Please indicate the type of scheduling notice that fits your lifestyle:**
 - I need to schedule well in advance of an event.
 - I am available on short notice, 1-7 days.
 - I am available some days for emergency fill-ins.

2. **What is your availability for attending the CMG Training Course?**

Training looks different in each county. Many counties utilize online classes for up to 5 of the 11 classes. Contact your local county to understand the schedule for training in your community.

- No conflicts (available for all classes)
- Limited conflicts (may be late or leave early some days)
- Moderate conflicts (may miss 1-2 class sessions)
- Major conflicts (may miss more than 2 days)

Section 6:

References

Please list three people who are familiar with your character as it relates to volunteer work, informal or formal teaching and working with special needs groups. Do not include family members.

References should have known you for at least two (2) years. Each will be contacted by email and asked to respond to a short questionnaire. All responses will be confidential.

Name: _____

Email address: _____

Phone number: _____

Name: _____

Email address: _____

Phone number: _____

Name: _____

Email address: _____

Phone number: _____

Section 7:

Volunteer Agreement & CMG Code of Conduct

Before you begin this section, grab a cup of coffee or tea, sit back and carefully read and consider each statement below. We know this is lengthy and can feel arbitrary, but it clarifies the scope and expectations of our program.

We will be investing a lot in you as a volunteer (and you in us as an organization) so it's important for you to understand what our program is about and determine if it's a good fit for you. **CSU Extension values the service of CMG volunteers and commits to do our best to make the volunteer experience a productive and rewarding one.**

Please read and check the box by each statement.

In applying to become a Colorado Master Gardener Volunteer:

- I understand that the decision to accept me or not accept me as a volunteer is the right of Colorado State University Extension. I understand, that in many counties, more individuals apply than the program can accommodate.
- I understand that volunteering for an organization is a privilege, not a right. If selected as a volunteer, I understand that I serve at the request of Colorado State University Extension and that the request can be withdrawn at any time.
- I understand my acceptance into the Colorado Master Gardener Program commits me to 1) the Colorado Master Gardener Training, and 2) 50 hours minimum volunteer work in the CMG program during the CMG activity year (ending October 31st, 2020) OR 60 volunteer hours over a 2 year commitment (ending October 31, 2021).
- I understand that as a CSU volunteer I am part of the larger CSU community and agree to uphold the **Principles of Community**. Read these at <https://diversity.colostate.edu/principles-of-community/>
- If I do not complete the 50 hours minimum volunteer work by October 31, 2020, I agree to reimburse Colorado State University Extension for the course work at the rate of \$15 per each uncompleted hour, to a maximum of \$500.
- I understand that Colorado State University conducts background checks on all volunteers. A criminal record will not necessarily bar me as a volunteer, but will be considered as it relates to the specifics of the volunteer work. I understand that if I do not respond to the inquiry regarding background checks, my application will not be processed.
- I agree to cooperate with and support the local Extension Office staff and volunteers to jointly further the missions and objectives of the CMG Program. In addition, I agree to comply with training, reporting, certification, annual renewal requirements and other program directives as stated in CMG GardenNotes #14 <https://cmg.extension.colostate.edu/Gardennotes/014.pdf>

In the capacity of a CMG Volunteer:

- I understand that the title “Colorado Master Gardener” may be used only in connection with official Colorado State University Extension activities. The title may not be used to associate the Colorado Master Gardener name with commercial products or give implied endorsements of any product or place of business. The title may not be used to advance my personal political, religious or environmental beliefs.
 - I agree to disseminate information without regard to race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.
 - I agree to follow federal, state, county, Colorado State University and Extension Office policies and regulations appropriate to my role as a volunteer.
 - I agree to provide research-based horticultural information from Colorado State University or other research-based institutions.
 - I understand CMG volunteer clientele are non-commercial home gardeners. I understand that as a CMG volunteer it is not my role to advise commercial growers or green industry professionals and will refer these clients to the appropriate Extension staff.
 - I understand that as a CMG volunteer, I may not give advice that could be considered by the client as legal or medical in nature. I will not discuss the following issues: hazard trees, poisonous plants and mushrooms, medical use of herbs (including growing and use of marijuana), pesticide toxicity and the misuse of pesticides. I will refer these issues to the appropriate Extension staff.
 - I will follow pest management recommendations based on integrated pest management (IPM) strategies, allowing the client to select methods in harmony with their values. Any reference to the use of pesticides must come directly from Extension resources. All inquiries beyond this scope will be referred to appropriate Extension staff.
 - I understand that I will not discuss or make comments about the toxicity of organic or synthetic pesticides. Inquiries about pesticide toxicity will be referred to the *National Pesticide Information Center*, found here: <http://npic.orst.edu/>
 - I will avoid being disruptive in training classes, volunteer events, and using social media or email. I understand that the CMG email communication system (VMS) and membership lists are for internal Extension business use only. I will not use it for commercial business, share the information in it outside of Extension business or send spam type communications.
 - I will adhere to CSU’s Social Media policy (<http://policylibrary.colostate.edu/policy.aspx?id=497>) and will avoid answering questions using the Colorado Master Gardener title or responding on behalf of CSU on my personal social media accounts.
 - I agree to refrain from using or possessing alcohol or illegal substances while participating in volunteer activities. Being under the influence of alcohol, marijuana or illegal substances during CMG service will result in disciplinary action.
 - In support of the program operations, I agree to pay annual CMG Fees and other expenses in regards to the program (i.e. books, transportation, course fees, clothing), as assessed by the state and my local county program.
 - As non-paid staff, I understand that I am not covered by CSU worker’s compensation or other medical insurance.
- I accept and agree to follow the CMG Volunteer Code of Conduct as listed above.**
- Yes No

Section 7: *continued*

Volunteer Agreement & CMG Code of Conduct

CSU's Minors' Policy: Please take a few minutes to read this policy before responding below:
<http://policylibrary.colostate.edu/policyprint.aspx?id=734>

I have read and acknowledge understanding and will adhere to the CSU Minor's Policy.

Colorado State University Extension to the extent possible will:

- ✓ Provide opportunities for my continual learning through volunteer activities, classes and workshops and online learning opportunities.
- ✓ Provide training, supervision, equipment, and direction to volunteers through the local Extension office.
- ✓ Communicate expectations and responsibilities of the program to volunteers.
- ✓ Uphold and cultivate a respectful relationship between staff and volunteers.
- ✓ Uphold CSU's Principles of Community.
- ✓ Provide access to CSU Extension reference materials and professionals.
- ✓ Provide a safe working environment within the Extension office and at CMG events.
- ✓ While serving in an official CMG capacity (preapproved by the local agent/CMG Program Leader), the University covers CMG volunteers with University liability insurance provided that the volunteer uses research-based information and applies good judgment.
- ✓ Match volunteer skills and interests with volunteer opportunities within the local program.

Colorado Driver's License and Automotive Liability Insurance:

Volunteers who drive as part of their volunteer service must be in compliance with State of Colorado laws, including, but not limited to:

1. Having a valid Driver's License with a relatively clean driving record.
2. Having at least the minimum auto insurance required by state law.
3. Complying with seat belt use and other traffic laws.

Furthermore, it is expected that any vehicle used to transport CMG volunteers is maintained so that it is "safe and reliable" for the conditions, weather, and distance in which it is to be driven. Most counties do not allow volunteers to include driving time as part of their volunteer hours. Check with your county for local guidelines.

Select what applies to you:

- I acknowledge that **I may drive as part of my work as a CMG Volunteer**. I verify that I meet the criteria for a Colorado driver's license and insurance.
- I acknowledge that **I will NOT drive as part of my work as a CMG Volunteer**. I will not offer rides to other CMG volunteers or count any driving time as volunteer hours

Phew! You did it. Thanks for taking the time to read this carefully.

If you have questions or concerns about this agreement, please discuss these with local county staff.

Section 8:

Background Check Information

CSU Extension Volunteer Background Check Process

Colorado State University (CSU) implemented a background check policy effective October 1, 2008. This policy includes all new faculty, staff, and volunteers working on behalf of the University.

All volunteer applicants are required to complete a background check as part of CSU's risk management strategy. The process protects volunteers, Extension staff and the University. CSU has partnered with **HireRight**, a leading provider of on-demand employment screening solutions, to manage background check verification. CSU has confidence in the security and confidentiality of the HireRight system. All volunteer applicants are required to have the background check completed prior to starting as a volunteer.

Your local county will initiate a background check and notify you when you can expect to receive a background check email from HireRight.

Please Respond:

I agree to allow CSU to submit my legal first and last name and email address to HireRight for a background check. This just means HireRight will send you an email and you can choose to input your information for the background check process.

Yes No

Section 9:

Program Scholarship Option

The Colorado Master Gardener Program offers scholarships based on household income (as outlined in the table below) **reducing the CMG fees to \$85**; numbers are based on the federal income eligibility guidelines (2017). The number of scholarships available in a county is limited. Awarding of scholarships is based on CMG selection criteria. **If you're concerned about your ability to afford the CMG Training program**, please be in touch with your local county or the statewide coordinator at CSU. Extension programs are available to all without discrimination and we want you to feel welcome in our program!

In order to qualify, you must have an annual household income (before taxes) that is less than or equal to the following amounts:

1 person family = \$24,120	5 person family = \$57,560
2 person family = \$32,480	6 person family = \$65,920
3 person family = \$40,840	7 person family = \$74,280
4 person family = \$49,200	8 person family = \$82,640

YES, I am applying for a CMG Reduced Fee Scholarship, certifying that my gross annual household income falls at or below the rate indicated in the table based on the size of my family.

NO, not at this time.

Section 10:

Signature

The information that I have provided may be verified by contacting persons or organizations named in the application, and I hereby release from liability any person or organization that provides information concerning me to the representatives of Colorado State University Extension.

In signing this application, I affirm that the information I have given herein is true and correct.

Signed: _____

Date: _____