

## Policy Guidelines

### MASTER GARDENER VOLUNTEER DEVELOPMENT PROGRAM

#### Purpose

The Idaho Cooperative Extension System's Master Gardener (MG) Volunteer Development Program is designed to train volunteer instructors to meet the gardening informational needs of the community. These trained volunteers assist in disseminating horticultural information to the Ada County Extension office.

#### Volunteer Commitment

The MG practicum work enhances the student's horticultural knowledge, skills and ability to work with people and plants. The practicum hours help improve the MG intern's skills at identifying plant diseases, weeds, and insects as they work in the MG Plant Diagnostic Lab. Other project work in the community is available and based on a mutual decision by the Extension Educator-in-charge and the Master Gardener participant.

To become a Master Gardener, the applicant must complete 50-hours of classes and complete an additional 50 hours of hands-on practicum training. **Do not** sign up for this program if you cannot complete these practicum hours during the day in the spring or summer.

#### Certification

Upon the satisfactory completion of the Master Gardener classroom training, exams, lab work, and hands-on practicum, the MG applicant will receive a certificate and identification badge which verifies satisfactory completion of the Idaho MG Program. This certification is valid for one year.

#### Use of Title

Idaho Master Gardener is a trademark of the University of Idaho. The title "Idaho Master Gardener" is to be used **only and exclusively** with the University of Idaho Cooperative Extension System's Master Gardener Program. It cannot be used for commercial purposes nor can it be used in advertising a business. The training and certification gained by an individual in the Master Gardener Program, however, may rightfully be used as qualifications when seeking employment.

MG Interns are expected to wear their MG identification badge during class and anytime they are performing volunteer work affiliated with the MG Program.

#### Fees

There is a \$185 fee charged to cover the MG handbook and CD, MG identification badge, printed resource materials, lab materials and other literature received during training. These printed resources become part of your personal property upon completion of the program.

#### Training Dates/Time

Dates may vary. Classes are 3-4 hours long every other week starting in the fall and continuing into spring. Contact the Ada County Extension Office for specific dates and time of day.

#### Location

University of Idaho Cooperative Extension Office in Ada County, 5880 Glenwood Street, Boise, 83714, Phone: 287-5900.

## Position Description

### MASTER GARDENER VOLUNTEER DEVELOPMENT PROGRAM

#### Master Gardener (MG) Responsibilities

MG volunteers assist at the Cooperative Extension office answering home gardening questions by phone and in person. If the MG volunteer is skilled in public speaking, he/she will teach gardening classes to groups. Volunteers assist with educational horticulture projects and activities in the community as well.

#### Master Gardener Program Requirements

Participants must:

Have a desire to share horticultural information with others while improving their own horticultural knowledge and skills.

Be able to effectively communicate with the public by telephone, personal contact and/or group contact.

Be available to complete 50-hours of MG classroom training, complete all lab assignments, and exams, and complete an additional 50 hours of hands-on practicum during the spring and summer. 50 total hours of hands-on work is required for certification; 40 of those practicum hours **must be spent** at the Extension office working in the MG Plant Diagnostic Clinic or working on the Extension landscape or other horticultural projects at the Extension office.

The 10 remaining hours may be spent at the office or on out of office horticulture activities (i.e. working at the Idaho Botanical Garden, working at schools, giving presentations) that have been approved by the Extension-Educator-in-charge of the MG Program.

Be able to attend 3 summer garden tours, demos, or optional classes sponsored by Ada County Extension.

Be responsible to the Extension Educator-in-charge of the Master Gardener Program. All outside project work must be approved by the Educator-in-charge. Project proposal forms and summary must be completed by the volunteer to receive MG volunteer credit hours.

Be able to follow all University of Idaho (UI) horticultural recommendations and cooperate with the county UI Extension staff.

**Absence policy:** Master Gardener interns are allowed one absence without having to make up time. However, after the first absence, each additional absence will add three hours to the MG practicum hours required.

#### Supervision

The Extension Educator-in-charge of the MG Program, MG Program Assistants, and the Advanced Master Gardeners provide supervision and educational support to the Master Gardener volunteer.

The Extension Educator-in-charge will provide in-service training and will furnish space, a computer, telephone, and other needed support materials when volunteers work at the Extension office.

The Extension Educator-in-charge will assign, review and evaluate hands-on practicum work on outside office projects.

## **MASTER GARDENER APPLICATION**

I would like to be considered for the Master Gardener (MG) Training Program. I understand that if accepted into the MG Program, I am required to complete **100 hours** of training (*50 in classroom and 50 hands-on practicums*). **Training must be completed by September 1st of the program year.**

I agree to follow the University of Idaho Cooperative Extension System Affirmative Action and Equal Opportunity Policies by not allowing discrimination on the basis of race, gender, color, age, religion, national origin, or disability.

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

Name (*please print*) \_\_\_\_\_

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

Phone (*home*) (*cell*) \_\_\_\_\_

Email \_\_\_\_\_

**How did you learn about the MG Program? Why do you wish to become a Master Gardener?**

**How many years of gardening experience do you have?**

**Where else have you gardened before moving here?**

**Do you belong to a garden club or garden-related group? Which one? How long?**

**What do you expect to learn from this course?**

**Have you ever been in a Master Gardener Program before? Where and what year(s)?**

**Master Gardeners must complete 50 hours of hands-on practicum training after their classroom training. How would you like to use your volunteer time to help others in the community?**

**MASTER GARDENER APPLICATION (continued)**

**How would you rate your "people skills" (ability to work with others)?**

\_\_\_\_\_ Excellent                      \_\_\_\_\_ Good                      \_\_\_\_\_ Fair

**How would you rate your gardening skills?**

\_\_\_\_\_ Expert                      \_\_\_\_\_ Intermediate                      \_\_\_\_\_ Beginner

**Which of the following are you knowledgeable in growing?**

\_\_\_\_\_ Houseplants                      \_\_\_\_\_ Herbs                      \_\_\_\_\_ Turf  
\_\_\_\_\_ Vegetables                      \_\_\_\_\_ Annual Flowers                      \_\_\_\_\_ Shrubs  
\_\_\_\_\_ Tree Fruits                      \_\_\_\_\_ Perennial Flowers                      \_\_\_\_\_ Ground Covers  
\_\_\_\_\_ Berries                      \_\_\_\_\_ Other (specify) \_\_\_\_\_

**How do you receive garden information?**

\_\_\_\_\_ Newspapers/Magazines                      \_\_\_\_\_ Family/Friends  
\_\_\_\_\_ Garden Club                      \_\_\_\_\_ Extension Bulletins  
\_\_\_\_\_ Classes                      \_\_\_\_\_ Nursery/Garden Centers  
\_\_\_\_\_ Master Gardeners @ Extension Office                      \_\_\_\_\_ Garden Books  
\_\_\_\_\_ Other (please explain) \_\_\_\_\_

**Are you currently employed? (check one)**

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

\_\_\_\_\_ Full-time

\_\_\_\_\_ Part-time

**Are you retired?**

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

**Are you semi-retired?**

\_\_\_\_\_ Yes                      \_\_\_\_\_ No



**Participants *unable to complete*  
50 HOURS OF HANDS-ON PRACTICUM  
should not sign up for the  
Master Gardener Program.**

## MASTER GARDENER APPLICATION (continued)

### SELECT SEVERAL PROJECTS AREAS THAT ARE OF INTEREST TO YOU:

#### PLANT CLINICS

\_\_\_\_ Identifying plant problems at the  
Extension office

#### GARDEN PROJECTS

\_\_\_\_ 4-H youth garden projects  
\_\_\_\_ Community gardens  
\_\_\_\_ Weed/insect collection  
\_\_\_\_ Demonstration gardens  
\_\_\_\_ Senior citizen gardening project

#### SUPPORT ACTIVITIES

\_\_\_\_ Artwork, calligraphy, painting  
\_\_\_\_ Photography  
\_\_\_\_ Poster, flyer design  
\_\_\_\_ Display boards

#### COMMUNICATIONS/WRITING

\_\_\_\_ Garden newsletter activities  
\_\_\_\_ Garden newsletter coordinator  
\_\_\_\_ Newspaper articles  
\_\_\_\_ Social Media

#### LANDSCAPE MAINTENANCE

\_\_\_\_ Ada County Extension landscape

#### SPEAKERS BUREAU

\_\_\_\_ Speaker/Presenter  
Topic: \_\_\_\_\_  
\_\_\_\_ Youth groups only  
\_\_\_\_ Adult groups only  
\_\_\_\_ Adult or youth groups  
\_\_\_\_ Unlimited size groups  
\_\_\_\_ Small groups only (10 or less)

#### SPECIAL EVENTS

\_\_\_\_ Fair/Information Booths  
\_\_\_\_ Fund raising events  
\_\_\_\_ Garden tour helper  
\_\_\_\_ Garden school helper  
\_\_\_\_ Garden School coordinator

#### OFFICE ASSISTANCE

\_\_\_\_ Filing, organizing, paperwork, collating

#### OTHER

\_\_\_\_ Special project idea  
Topic: \_\_\_\_\_

RETURN THIS FORM TO:

**S. Bell, University of Idaho Extension Office, Ada County, 5880 Glenwood Street, Boise, ID 83714**

*To enrich education through diversity the University of Idaho is an equal opportunity/affirmative action employer and educational institution. Persons with disabilities who require alternative means for communication or program information or reasonable accommodations need to contact the Master Gardener office two weeks prior to the first class date at 5880 Glenwood St., Boise, ID 83714, 287-5900, ada@uidaho.edu.*