

**Fort Bend County Master Gardeners**

Fall 2020 Class Application Packet



# This year, our classes will be conducted online due to the COVID-19 virus. You’ll be participating in our first ever Master Gardener class to be held in this setting until we are all able to meet face to face. This will be a banner year in which Fort Bend County will participate in a state-wide pilot Master Gardener training program. You will be learning online alongside several other counties’ future Master Gardeners in classes conducted by the state’s Program Area Specialists with Texas A&M AgriLife Extension.

# **Instructions:**

# Application: All questions/ blanks must be answered completely

# Youth Protection Standards Form – Background Check – self explanatory

Return these documents with your payment:

Texas A&M AgriLife Extension
Attention: Margo "Mac" McDowell

 Program Coordinator – Fort Bend County Master Gardeners &

Coastal Prairie Chapter, Texas Master Naturalist
1402 Band Road - Suite 100
Rosenberg, TX 77471



1402 Band Road  Suite 100

 Rosenberg, Texas 77471

Phone: (281)342-3034

August 2020

Dear Master Gardener Applicant:

Thank you for your interest in the award-winning Fort Bend County Master Gardener program. The Fort Bend County Master Gardeners, Inc. is a 501(c)(3), Non-profit, Tax Exempt Texas Corporation with 202 members.

Please read this letter carefully completing and signing both the enclosed Master Gardener Application and the Volunteer Application form, which is for your background check. Texas A&M AgriLife Extension Youth Protection Standards (YPS) – Qualifications of Volunteers Program was implemented to provide a safe and positive environment for youth and adult volunteers. The YPS program involves national criminal background checks of all adult volunteers 18 years of age or older who are involved in teacher roles, which includes Master Gardeners. Please be sure to read the instructions on the second page of the Volunteer Application form.

Please return both completed applications forms and payment on before Monday, August 24, 2020 by USPS or you are welcome to drop it off at our offices. We will review the applications and notify you regarding your status in the program. Space in class is limited, and preference is given to Fort Bend County residents, however, there are exceptions. If in doubt, please call 281-633-7033. We also require that all successful applicants attend an online orientation on Thursday, August 27, from 10:00 am – Noon.

Since we are all under a different type of lifestyle since COVID-19 has infringed upon us, all of our classes at the present time will be virtual. This also includes the orientation on August 27th. Weekly online classes will begin on September 3, 2020 at 9am. We will be able to give you more guidance as that date approaches. Please note that the first 10 classes will be held on Thursday mornings.

The following information will help you better understand the functions and requirements of the Texas Master Gardener program. The purpose of the Master Gardener program is to extend the ability of the Texas A&M AgriLife Extension Service to provide horticulture education programs to the public with the help of certified volunteer Master Gardeners.

Becoming a Master Gardener requires training in horticulture. You are expected to attend all classes. Cost of the training is $250 (check or cash only). You will receive the brand new *Texas Master Gardener Handbook*, in full color. The first set of classes will be on Thursdays for 10 weeks, ending prior to Thanksgiving. We are thrilled to be one of nine counties from all over the state to participate in this new pilot training. The first class will be for 1 hour during which you will be welcomed by Jayla Fry, the State Master Gardener Coordinator. Count on the majority of the classes to be 4 hours, and they are all taught by Professors and Extension Specialists from all over the State of Texas.

After Thanksgiving there will be additional training classes where you will learn more about the organization and work of the Fort Bend Master Gardener program, including our projects, gardens, and the volunteer leadership team. There will be a few more classes, with the last class giving you a test and then we’ll wrap up the class portion of becoming a Certified Master Gardener. But there’s more.

In addition to the class days, and depending on our ability to work together in person in light of COVID-19, there is a requirement that you complete 50 hours of approved volunteer service, including gardening opportunities, learning about the greenhouse, propagation, the Master Gardener hotline for public queries, outreach, Junior Master Gardener program, to name a few. You will also be able to volunteer for our two 2021 Spring plant sales. Class members will have a deadline in which to complete the volunteer hours, which could be up until August of 2021.

After completion of all the requirements, graduation happens and you become a Certified Master Gardener. However, you don’t always remain a Certified Master Gardener unless you maintain your Certification by completing 24 hours of volunteer service and attending 12 hours of continuing education each year. We do help you through our own educational programming and volunteer opportunities, and approving other outside educational events.

Applicant letter

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August 2020

So what kind of people are we looking for? People with a strong desire to learn about horticulture. People who perhaps have basic experience, skills or knowledge in backyard gardening, ornamental horticulture, vegetable gardening, and have a desire to volunteer to provide horticulture information to adults and youth of the community in a variety of ways.

We all know this is a different year, and we are offering a different type of program through online means. We believe we will have a class like no other with the online Texas A&M AgriLife Extension Specialists, and we anticipate your learning will only be better. We thank you very much for your interest in this exciting volunteer program to expand research-backed gardening knowledge and proficiency for the Fort Bend community. If you have further questions, please give Mac a call at 281-633-7033, and you are welcome to bring your questions to Orientation on August 27. There is no registration for Orientation needed, since we require all applicants to please attend. You will receive an email with a link and instructions for joining the online Orientation program.

Sincerely,



Boone Holladay

County Extension Agent – Horticulture



Margo “Mac” McDowell

Program Coordinator – Fort Bend County Master Gardeners

# TAMAgEXTTMGlogo_LightBG-1Color

# Fort Bend County

##  Master Gardener Application

Texas A&M AgriLife Extension Service, 1402 Band Road, Suite 100, Rosenberg, TX 77471

***Please complete all Sections of this Application thoroughly!***

Fall 2020 Class begins Thursday, September 3, 2020 at 9am.

 ***Section I - Who are you & how do we contact you?***

 **Please print:**

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone (Day:)\_ \_\_\_\_ (Night:) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Email: (important) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 Emergency Contact Name & number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Section II - Getting Acquainted!***

**Please initial your agreement to the following:**

\_\_\_\_\_\_\_\_ I understand that I am expected to attend Orientation Part I as a prerequisite for taking the Master Gardener Class. Orientation Part I is scheduled for **August 27. 2020**, from 10:00 am to Noon. This will be a virtual class through Zoom.  The purpose of Orientation Part I is to acquaint you with Texas A&M AgriLife Extension and the role of Texas Master Gardener volunteers in support of Extension.

 ***Section III - Your Experience***

**Please answer ALL questions. Deadline for submitting completed application: August 24, 2020**

 1. Years of gardening experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. Type of gardening experience and related training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3. Are you presently employed, if so, where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. What is your occupation, if employed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. If retired, what was your former occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Do you have formal training in Horticulture or Agriculture: Yes No

 If yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 7. List areas of specializations or hobbies (e.g. flowers, vegetables, ornamentals, house plants, community gardening, fruit trees, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Master Gardener Application

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**Please answer ALL questions.**

8. Number of years living in Fort Bend County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Where did you garden before living here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. How did you learn about the Master Gardener Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. List group affiliations (garden clubs, community gardens, plant societies, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. List other volunteer organizations you are or have been involved with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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13. Will your current schedule allow you adequate time to complete the class and volunteer service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. Why do you want to become a Master Gardener and what does being a volunteer in your community mean to you:

 (You may use an additional sheet if necessary)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**To become a Master Gardener is important to me because**:

0-Not Important 5-Most Important

1. I will be able to increase my knowledge of gardening 0 1 2 3 4 5

2. I will be able to gain new skills as a gardener. 0 1 2 3 4 5

3. I will have the opportunity to receive useful training. 0 1 2 3 4 5

4. I will be able to provide give back to my community. 0 1 2 3 4 5

5. I will have the opportunity to share my knowledge with other gardeners. 0 1 2 3 4 5

6. I will gain a great deal of personal satisfaction. 0 1 2 3 4 5

7. I will be able to creatively use my free time. 0 1 2 3 4 5

8. I will be certified by Texas A&M Agrilife Extension. 0 1 2 3 4 5

9. I will receive free instruction and materials. 0 1 2 3 4 5

10. I will gain gardening experience that can help me get a job. 0 1 2 3 4 5

11. I will be recognized by people in my community. 0 1 2 3 4 5

 ***Section IV - Accountability Statements* Please read, sign/initial and date where indicated:**

**\_\_\_\_\_\_Participants are required to complete 50 hours of class training, and 50 hours of volunteer service prior to graduation. Thereafter, in order to maintain certification, volunteers must complete 12 hours of advanced training (education) and 24 hours of volunteer service every year.**

**Liability Release:**

**\_\_\_\_\_**  I understand that as a participant in the Texas Master Gardener – Fort Bend County volunteer program (“program”) I hereby release, **discharge, and agree to hold harmless** the program and its sponsoring state agencies, their agents, employees, officers and successors from and against the program and sponsoring state agencies, their successors, employees, or officers for all personal injuries (including death), known and unknown or damage to property caused by or arising out of activities performed under the Texas Master Gardener Program.

Master Gardener Application

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**Volunteer Standards and Commitment: Please read, sign/initial and date where indicated:**

**\_\_\_\_**  I wish to become a Master Gardener in Fort Bend County. I want to be accepted in the Master Gardener training program offered by Texas A&M AgriLife Extension Service.  ***I understand that, in exchange for the Master Gardener class training made possible through Texas A&M AgriLife Extension Service, I will complete all of the required classes and complete the required minimum of 50 hours of my time to The Fort Bend County Master Gardener Program one (1) week prior to my graduation.*** I understand that I will become a Certified Texas Master Gardener when I have completed all of the requirements for Master Gardener classes and the 50 hours of volunteer service prior to the graduation date. I also understand that in order to maintain my Certification, I must complete 12 hours of advanced training (education) and 24 hours of volunteer service every year.

**Youth Protection Standards Background Check:**

**\_\_\_\_\_**  In order to protect everyone, all Applicants must agree to submit to a background check as a condition of membership in The Fort Bend County Master Gardeners, Inc., the cost of which is included in the fee for the Fall 2020 Master Gardener Class. The Youth Protection Standards Background Check is attached, and must be completed and forwarded with the completed Master Gardener Application and your check. All completed forms are confidential.

**Photograph & Contact Information: (name, address, phone/cell, email)**

I hereby grant to The Fort Bend County Master Gardeners, Inc., its sponsors, advisors and volunteers, the right to utilize my photograph and my contact information in connection with the Class Roster and Volunteer Management System (VMS) Roster. I authorize The Fort Bend County Master Gardeners, Inc., to copyright, use and publish the same in print and/or electronically for the intended purpose of sharing with The Fort Bend County Master Gardeners, Inc. membership. The Class Roster and VMS Roster are not for political or commercial use, but for the exclusive and sole use of the organization and its members.

 I understand that through good-faith efforts, my information will be used as intended.

\_\_\_\_\_ **I hereby agree** to have my photograph and contact information in stated Rosters.

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

**Return this completed application with your $250.00 ($420.00 per/couple who share the Manual) payment as soon as possible. Please make check payable to *The Fort Bend County Master Gardeners (FBMG), and send your application, Volunteer Application Form (background check) and payment to:***

Texas A&M AgriLife Extension Service
Attention: Margo "Mac" McDowell

 Program Coordinator – Fort Bend County Master Gardeners &

Coastal Prairie Chapter, Texas Master Naturalist
1402 Band Road - Suite 100
Rosenberg, TX 77471
Phone - 281-633-7033 Fax – 832-471-2401

**Note: All applications are subject to review by the County Extension Agent and/or Program Coordinator.**

**Enrollment is limited**

Texas A&M AgriLife Extension provides equal opportunities in its programs and employment to all persons, regardless of race, color, sex, religion, national origin, disability, age, genetic information, veteran status, sexual orientation, or gender identity.   Persons with disabilities who require auxiliary aids or services are required to contact Texas A&M AgriLife Extension Service at 281.342.3034 five working days prior to the event. The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating.



***CONFIDENTIAL***

E-446

8/15

Volunteer Application Form

And consent for criminal background history check authorization/waiver

To be completed by Extension program volunteers (EFNEP, BLT, etc.) and Master Volunteers only.

4-H volunteers must register online via 4-H CONNECT or by completing the 4-H Adult Volunteer Application (4-H 2-1.056)

Please print:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_Fort Bend County\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. APPLICANT’S FULL, LEGAL NAME 2. COUNTY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. ADDRESS 4. CITY ZIP

\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_-\_\_X X X X\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. FIRST 5 DIGITS OF SOCIAL SECURITY NUMBER 6. DATE OF BIRTH

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. DRIVER’S LICENSE NUMBER (optional) 8. GENDER (circle one) Male / Female

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_­Texas Master Gardeners – Fort Bend County\_\_\_\_\_\_\_\_

9. Are you of Hispanic ethnicity? Yes / No 10. VOLUNTEER PROGRAM AREA

RACE (circle one) White / Black / Asian / American Indian Alaskan Native / Native Hawaiian / Pacific Islander

**Previously Screened**

11. I verify that I have been previously screened including a criminal background check and PASSED. Yes No

If yes, by who?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ When (Year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For what purpose?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you pass? If not, what restrictions were imposed?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have been screened and passed a criminal background check through an Extension-approved entity, a letter/proof must be submitted.

**Please sign at the bottom of the form.**

12. I hereby authorize veriFYI and/or its Service Provider and the Texas A&M AgriLife Extension Service to request and receive any and all background informa­tion about or concerning me, including, but not limited to, my Criminal History, Driving Record, Employment History, Military Background, Civil Listings, Educational Background, Professional License from any Individual, Corporation, Partnership, Law Enforcement Agency, and other entities including my Present and Past Employers. I authorize the Texas A&M AgriLife Extension Service or any of its components to make reference checks relating to my volunteer service. I understand that this information will be used to determine my eligibility as a volunteer/employee with the Texas A&M Agrilife Extension.

The criminal history, as received from the reporting agencies, may include arrest and conviction data, as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by client/agency and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I further release and discharge veriFYI and their Service Provider and all of their Subsidiaries, Affiliates, Officers, Employees, Contract Personnel, or Associates, from any and all claims and liability arising out of any request for information or records pursuant to this authorization and/or procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

 I understand that I have the right to make written request within a reasonable period of time to veriFYI for additional information concerning the nature and scope of the investigation. I acknowledge that I have voluntarily provided the above information for employment/volunteer purposes, and I have carefully read and understand this authorization.

14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Applicant’s Signature Date

**Volunteer Application Form Instructions**

1. Applicant’s Printed Name – Complete with first name, middle name and last name.

2. County – Complete with the county name in which you are applying to be a volunteer.

3/4. Address – Complete with your current mailing address, city and zip code.

5. Social Security Number – Complete with at least the first five digits of the social security number. The social security number is an individual descriptor that enables the system to complete a national criminal search of 47 jurisdictions.

6. Date of Birth – Complete with the month, day and year of birth.

7. Driver’s License Number – Complete with current driver’s license number and state. Although optional, this helps affirm your identity during a background check.

8. Gender – Complete by circling one of the options.

9. Race – Complete the race and ethnicity section by circling the answers that apply. This field is optional; however, it is very important in confirming accurate identity.

10. Volunteer Program Area – Complete with the program area you are volunteering for (e.g., Better Living for Texans, Expanded Nutrition Program, Master Gardener, Master Naturalist, Master Wellness Volunteer). *\*4-H volunteers should complete the Texas 4-H Adult Volunteer Application (4-H 2-1.056)*

11. **Previously Screened** – Texas A&M Agrilife Extension will accept prior screenings conducted within the past three years from other entities. The approved list of prior screenings either as an employee or volunteer include: school districts, churches, youth groups/associations (Little League, sports associations, etc.), youth agencies/organizations (Big Brother/Big Sister, Boy Scouts, Girl Scouts, after school/extended care programs), law enforcement (county, state or federal/prison system), Texas Youth Commission, Department of Defense – Child and Youth Services, Department of Defense – Family Programs, concealed handgun license; and/or licensed childcare workers.

 *\* The minimum requirement is a criminal background check conducted through DPS or a National Criminal Search entity.\**

 *\*\* Other sources may be considered based on documentation provided with screening criteria and specifics.\*\**

 *\*\*\** ***Documentation is required for screenings from other entities. This could include a letter of acceptance from the employer or volunteer group, or a letter written from the screening entity to the Texas A&M Agrilife Extension stating you have been screened and tested.***

12. Authorization Statement – State agencies screening volunteers are required by legislation to use the Volunteer Center of North Texas. The Volunteer Center contracts with VeriFYI. VeriFYI is a background verification software system that accesses multi-jurisdiction checks utilizing one of the largest private-sector criminal history databases in the nation (180 million records). All information received is held in confidence and not shared at the county level. Criminal record results are shredded when a volunteer’s status is determined.

13. Date Completed

14. Applicant’s Signature (these are instructions – no signature needed on this page)