

2019 Lubbock Master Gardeners Intern Class

Course Objectives

- Lubbock Master Gardener interns should gain a basic understanding of the topics covered by the Texas Master Gardener handbook including plant growth and development, soils, water, and plant nutrition, environmental horticulture, plant health management, fruit and nut production, vegetable gardening, landscape horticulture, and lawn care.

Who are Texas Master Gardeners?

- Master Gardeners are members of the local community who take an active interest in their lawns, trees, shrubs, flowers and gardens. They are enthusiastic, willing to learn and to help others, and able to communicate with diverse groups of people.
- What really sets Master Gardeners apart from other home gardeners is their special training in horticulture. In exchange for their training, persons who become Master Gardeners contribute time as volunteers, working through their Extension office to provide horticultural-related information to their communities.

Is the Master Gardener Program for Me?

To help you decide if you should apply to be a Master Gardener, ask yourself these questions:

- Do I want to learn more about the culture and maintenance of many types of plants?
- Am I eager to participate in a practical and intense training program?
- Do I look forward to sharing my knowledge with people in my community?
- Do I have enough time to attend training and to complete the volunteer service?

Training

- The program offers a minimum of 50 hours of instruction that covers topics including lawn care, ornamental trees and shrubs, insect, disease, and weed management; soils and plant nutrition, vegetable gardening; home fruit production; garden flowers; and water conservation.

Volunteer Commitment

- In exchange for training, participants are asked to volunteer time to their County Extension program. At least 50 hours of volunteer service within one year following the training is required to earn the title of "Texas Master Gardener."
- The type of service done by Master Gardeners varies according to community needs, and the abilities and interests of the Master Gardeners. Some Master Gardeners answer telephone requests for information related to gardening. Others staff plant clinics or displays in shopping malls or community centers. Master Gardeners may speak to local groups and conduct workshops. They may help establish community garden projects, work with 4-H youth, or assist their agent with news or radio releases related to gardening. The Master gardener Coordinator in the County Extension office decides how volunteer time can be best utilized.
- Master Gardeners are representatives of the Texas AgriLife Extension Service and the Texas A&M System. In all volunteer work related to the program, Master Gardeners follow the research-based recommendations of the Texas AgriLife Extension Service. The title "Texas Master Gardener" can be used by volunteers only when engaged in Extension-sponsored activities.

Certification

- Participants become certified Master Gardeners after they have completed the training course and fulfilled their volunteer commitment.

Important Information

- **Cost:**
 - \$200
- **Class meeting schedule (tentative):**
 - February 7-April 4, 2019
 - Thursday, 9am-3pm, bring a sack lunch
 - Lubbock Garden and Arts Center (4215 University Avenue Lubbock, TX 79413)
- **Requirements for Certification:**
 - Completion of Master Gardener Training course
 - Completion of 50 hours of volunteer time
 - Completion of a criminal background check
- **Application requirements and deadlines:**
 - Completed application form
 - Check for \$200 payable to **Lubbock Master Gardeners Association**
 - Due by January 31, 2019
 - Can be mailed to:
 - Christina Reid
 - P.O. Box 10536
 - Lubbock, TX 79408
 - Can be hand delivered to:
 - Lubbock County AgriLife Extension Office
 - 916 Main Street, Suite 401
 - Lubbock, TX 79401
 - Can be scanned and e-mailed to:
 - Christina.reid@ag.tamu.edu
 - Can be filled out and returned today.

Thanks for your interest in the Lubbock Master Gardeners Association! Please don't hesitate to contact Christina Reid with any questions at 806-775-1740 or christina.reid@ag.tamu.edu.



Demographic Data

Name: _____
 Address: _____ City: _____ County: _____ Zip Code: _____
 Home Phone: _____ Work Phone: _____
 Cell Phone: _____ E-Mail Address: _____

If you live outside of Lubbock County, you must have your local county extension agent sign this form. (See last Page)

Your name and contact information, including e-mail address, will be added to an official mailing list which may only be used for approved official Lubbock area Master Gardener business.

1 How did you find out about the Master Gardener program?

2 Why do you want to become a Master Gardener? (*Master Gardener interns must attend all scheduled classes, pass final exam, and do a minimum of 50 hours volunteer service during 12 mo. period following completion of training.*)

Requirements of the Program

Master Gardener interns must attend all scheduled classes, pass the final exam, and complete a minimum of 50 hours of volunteer service during the 12 mo. period following completion of training.

1 Will you be able to attend all of the required classes? YES NO

If you have travel or other events that will cause you to miss a class, please detail:

2 To what extent are you available to volunteer during the workday versus on weekends?

3 Will you be able to complete 50 hours of volunteer service during the 12 mo. period following completion?
 YES NO

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4 Are you currently employed? YES NO

If employed, please explain how you will adjust your schedule to attend classes and meet your volunteer requirements:

5 How many years do you anticipate being a Master Gardener? Years

(Annual re-certification requires 12 hrs. volunteer service and 6 hrs. continuing education.)

Gardening and Volunteer Experience

1 Describe your gardening experience. (none is required)

Four horizontal lines for writing the answer to question 1.

2 What are your areas of particular interest, e.g., vegetable gardening, roses, water-wise plants, perennials, daylillies, container gardening, cacti, trees, etc.?

Four horizontal lines for writing the answer to question 2.

3 How long have you gardened? In Lubbock? Where else have you gardened?

Two horizontal lines for writing the answer to question 3.

4 List any garden clubs, plant societies, or other horticultural organizations to which you belong(ed).

One horizontal line for writing the answer to question 4.

5 Briefly describe what type of volunteer work you currently do or have done in the past. (Organization and type of work you did.)

Four horizontal lines for writing the answer to question 5.

Educational and Work Experience

1 Describe any courses relating to gardening or horticulture that you have taken that might be helpful.

Two horizontal lines for writing the answer to question 1.

2 Describe work experience that might be useful to you as a Master Gardener.

Teaching or public speaking: _____

Research (online or other types): _____

Other experiences that demonstrate your interpersonal and communication skills:

Volunteer Preferences

Please indicate your level of interest in each of the following categories of volunteer activities.

These are general categories. There are many volunteer activities. (Rating scale: 1=very interested; 2=somewhat interested; 3=neutral; 4=somewhat disinterested; 5=not interested)

Rating Issue

_____ Present programs to children

_____ Present programs to adults

_____ Answer gardening questions in person (e.g., garden shows, libraries, fair)

_____ Write gardening articles for various news media/publications/websites

_____ Work with "hands on" gardening projects

_____ Assist with special projects, such as plant sales, garden tours, conferences

_____ Serve on Master Gardener committees

I want to be accepted in the Master Gardener training program offered by the Texas A&M AgriLife Extension Service.

I agree to attend the training sessions and pay the registration fee of \$200.00 (\$190.00 for the class and \$10.00 for a mandatory background check).

I understand that in exchange for the training, I will volunteer at least 50 educational hours of my time to the county's Master Gardener program April, 2019, to April, 2020, under the supervision of the County Extension faculty.

I understand that I will become a Certified Master Gardener when I complete the training and volunteer work.

Applicant Signature

Date

ORIGINAL SIGNATURE AND DATE REQUIRED

POLICIES

Texas Master Gardener Policies (please read and initial each)

When to use the Texas Master Gardener Title

Because the Texas Master Gardener Program is a public service program operated by Extension to provide unbiased information, volunteers may use the Texas Master Gardener title only when doing unpaid work in this program.

Graduates of the Texas Master Gardener Program should not display credentials or give the appearance of being a Texas Master Gardener at a place of business unless that location is designated as a Master Gardener educational activity location by the local Extension office. They also may not use the title *Texas Master Gardener* in any form of advertisement. It is improper to imply that Extension endorses any product or place of business.

When Texas Master Gardeners speak before groups on a horticultural subject, it is permissible for them to accept unsolicited reimbursements or gifts.

Pesticide recommendations by Master Gardeners

When making pesticide recommendations, Texas Master Gardeners must follow the current recommendations in the various publications available from the Texas A&M AgriLife Extension Service. They must not make any other pesticide recommendations, chemical or "organic."

When making pesticide recommendations, Master Gardeners should name multiple products if more than one product is listed as satisfactory. Cultural problems and soil additives that are not specifically covered by extension recommendations and publications should be recommended only after consultation with County Extension Agents or Extension Specialists.

Refer to the local county extension personnel any questions about commercial production of horticultural crops and pest management on such crops.

Volunteer Background Check

All Master Gardener Volunteers must complete and submit a Volunteer Background Check Form (E-446). All volunteers who work directly with youth and adults are screened through the Youth Protection Standards Program. Initial screening of a volunteer is conducted when he/she applies for a volunteer role with the Texas A&M AgriLife Extension Service. Rescreening through the YPS program is conducted every three years from the volunteer's most recent screening.

Recertification

To retain the Texas Master Gardener title, individuals must participate each year in a minimum of 6 hours of recertification and provide an additional 12 hours of volunteer service through the local Extension office.

Just as for the original certification, the documentation and validation of training and volunteer service hours for recertification are under the purview of the County Extension Agent or a person designated by the agent.

Name:

Date:

ORIGINAL SIGNATURE AND DATE REQUIRED

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY:

I recommend acceptance of this applicant into the Master Gardener Program.

Extension Agent Signature, Lubbock County

Extension Agent Signature, Applicant's Resident County

**Send completed application and your registration fee of \$200.00 (made payable to "Lubbock Master Gardener Association")
to:**

Texas A&M AgriLife Extension Service

Attn: Christina Reid

P.O. Box 10536

Lubbock, TX 79408

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:

1. APPLICANT'S FULL, LEGAL NAME

3. ADDRESS

5. FIRST 5 DIGITS OF SOCIAL SECURITY NUMBER

7. DRIVER'S LICENSE NUMBER (optional)

9. Are you of Hispanic ethnicity? Yes / No

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

2. COUNTY

CITY ZIP

_____/_____/_____

4. DATE OF BIRTH

GENDER (circle one)

6. _____ Male / Female

8.

10. VOLUNTEER PROGRAM AREA

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 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 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 AgriLife Extension Service.

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.

13. Date

14. Applicant's Signature

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 Food and Nutrition Education 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 AgriLife Extension Service 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 AgriLife Extension Service 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



We appreciate your commitment to the Texas Master Gardener program. Your satisfaction and progress in this volunteer position is important to us. Please read the following expectations and indicate your willingness to cooperate by signing the end of this form. This form must be signed and filed with the county Extension office, and will need to be updated annually. Volunteers not adhering to all items in this agreement may forfeit their certification as a Master Gardener volunteer.

I understand that I am trained by Texas A&M AgriLife Extension Service in the field of Horticulture and I am expected to extend research based information to the public on behalf of Texas A&M AgriLife Extension. In exchange for the minimum of 50 hours of Master Gardener Training provided by Texas A&M AgriLife Extension Service, I will:

- Commit to a minimum of 50 hours of volunteer service to the horticultural programming efforts in Lubbock County within one year to become a certified Master Gardener.
- I understand that in order to maintain active status as a Master Gardener Volunteer, I must volunteer 12 hours annually after my intern year and gain 6 continuing education hours annually.
- Provide a record of this service as directed by the Master Gardener Program Coordinator.
- Comply with the Texas A&M AgriLife Extension Service Background Check policy. The background check is to be renewed every three years.

When acting as a Texas Master Gardener volunteer I agree to:

- Consistently exhibit a positive professional manner toward and about Texas A&M AgriLife Extension Service, the Master Gardener Program, the Master Gardener Coordinator, other Master Gardener volunteers and clients.
- Carry out and discharge all duties in a responsible and timely manner. • Avoid conflict of interests ○ Not use my Master Gardener status to promote any commercial activity or private business.
 - Volunteer's efforts for their place of employment will not be considered as volunteer service to Texas A&M AgriLife Extension Service.
- Recommend and use (when functioning as a Master Gardener) only Texas A&M AgriLife approved information for any public pesticide, herbicides, fertilizer or cultural practices.
- Provide my own transportation and pay my own expenses incurred as part of official volunteer activities. (Expenses may be tax deductible with proper documentation.) Some County Master Gardener

Associations may assist volunteers with expenses to certain types of events. Check with your local Master Gardener Program Coordinator for more information on specific association policies and procedures. • Act in accordance with the highest standard of ethics:

- Not physically, verbally or sexually harass/abuse anyone ○ Refrain from illegal or unsafe behavior ○ Dress appropriately and not use harsh language

In regard to Master Gardener Coordinators, Master Gardener volunteers will:

- Recognize the responsibilities of the Texas A&M AgriLife Extension Service staff/ Master Gardener Coordinator in setting program priorities, standards and direction. Specific projects for the performance of the volunteer work are determined locally and should reflect local needs.
- Refer all commercial horticulture inquiries to the Master Gardener Coordinator or other Extension staff.

In regard to Master Gardener Colleagues, Master Gardener volunteers will:

- Welcome volunteers from all backgrounds
 - Respect and safeguard the individual rights, competencies, safety, and property
- In regard to Clients, Master Gardener volunteers will:

- Provide quality service to the public without regard to socioeconomic level, race, color, sex, disability, religion, age, or national origin.

I further understand that Texas A&M AgriLife Extension Service will:

- Provide training, supervision, and direction to Master Gardeners through the local county Extension office.
- Communicate expectations and responsibilities of the program to volunteers.
- Match volunteer skills and interests with volunteer opportunities within the county.
- Support Master Gardener volunteers and the local Master Gardener Association.
- Provide continuing education opportunities.
- Provide access to Extension horticulture reference materials and reasonable access to Extension professionals.
- Uphold and cultivate a trustful relationship between staff and volunteers.
- Reassign and/or terminate, if necessary, any volunteer who does not uphold Texas Master Gardener policies, procedures, guidelines, and/or values.

I understand that, as a volunteer, I will not be acting as a Texas A&M AgriLife Extension Service employee and will not receive pay or employee benefits. I also understand that I am not covered by workers' compensation laws in connection with my volunteer affiliation. I understand and agree that Texas A&M AgriLife Extension Service and I both have the right to end my volunteer relationship with Texas A&M AgriLife Extension Service at any time, for any reason, and without advance notice.

Signature

Date

Printed Name

Information taken from: Purdue, Rutgers, Georgia, Wisconsin, Missouri, Illinois, California, & Texas (Montgomery Co.) Master Gardener Programs.

12/2013