

Instructions for Requesting Master Gardener Educational Outreach

Updated 5/16/20

Under Covid-19 Restrictions, Master Gardeners may continue to offer Educational Outreach if it can be done via teleconferencing methods only, either provided by the requesting organization or via WSU's staff Zoom accounts, if available. MGs may also have limited access to some educational materials because of a lack of access to the Extension Office.

Master Gardeners are Volunteer Community Educators in Horticulture and Environmental Stewardship. In addition to our regular programs, we offer the following types of educational outreach support within Snohomish County and currently only via teleconferencing methods:

- Traditional Master Gardener (MG) Plant Problem Clinic where 2-3 MGs answer plant problem questions.
- Speaker on a horticulture topic. *Currently prepared speaker topics are listed on page 2; however, the list continues to grow and given sufficient advance notice, MGs may be willing to prepare a new requested topic.*
- Mentoring community gardens (food bank/school/community, etc.) usually as an ongoing resource person or as part of a Snohomish County Master Gardener Foundation Community Garden Grant application.
- Special requests for mentoring/educational outreach programming.

Traditionally, we receive more requests than we have the resources to support. So, our decision as to whether we can support a request is based upon:

- Whether we have sufficient advance notice to process the request and prepare for the event;
- How closely the request aligns with our mission;
- The projected audience;
- The availability of an appropriate teleconferencing method; and
- Whether we have MGs able to take responsibility for the request.

To make such a request:

- Provide us with the information requested on page 2;
- Fill out and sign the required Statement of Non-Discrimination on page 3; and
- Submit the request and Statement of Non-Discrimination as far in advance of the event as possible by e-mail to MG Coordinator Howard Voland at howard.voland@wsu.edu .
- Once we have your completed request, it will be forwarded to the appropriate MG Team for further review and appropriate action.

WSU-Snohomish County Extension Master Gardener Program
Teleconferencing Request for Master Gardener Educational Outreach

Type of educational outreach support requested (please check one):

- Traditional Master Gardener Plant Problem Clinic.
- Speaker on a Horticulture Topic.
- Support for a community Garden (mentoring request).
- Special request (please provide as much information as possible).

What teleconferencing method do you propose to use? (MGs have access to WSU's staff Zoom accounts, but they are subject to availability.)

Short Description of the Event (*you may include an event brochure or additional information on a separate sheet*):

Anticipated Audience (age range, i.e. youth or adult; whether it's a private or public function; number attending) :

Date/Time of the event (if ongoing, please provide a range):

General location of the Event (must primarily serve Snohomish County residents):

Sponsoring Organization or Business to include address:

Contact person(s):

Contact phone number and e-mail:

If the request is for a speaker, the topic or topics desired:

List of currently prepared Speaker Topics (you may request topics not on this list):

- | | |
|--------------------------------|------------------------------------|
| Basic Tool Care and Sharpening | Moles and Voles |
| Berries | Pitcher Plants: Displaying |
| Brassicas, Growing | Pitcher Plants: Growth Cycle |
| Carnivorous Plants 101 | Pollination & Pollinator Gardening |
| Compost | Slugs and Snails |
| Fruit Trees | Soils |
| Grow a Garden in a Pot | Vegetable Container Gardening |
| Hoop Houses | |

WSU-Snohomish County Extension Master Gardener Program
Request for Master Gardener Educational Outreach

The below statement must be filled out, signed, and returned by a representative of the requesting organization along with the page 2 information before the request can be processed.

WSU-Snohomish County Extension Master Gardener Program
Required Statement of Non-Discrimination

The Washington State University-Snohomish County Extension Master Gardener Program provides educational assistance to all. We are supported by public funds and adhere to civil rights laws and regulations.

We do not discriminate on the basis of race, sex, religion, age, color, creed, national or ethnic origin; physical, mental or sensory disability; marital status, sexual orientation, and status as a Vietnam-era or disabled veteran.

We request that our partnering organizations also conform to an organizational policy pertaining to accessibility. Please confirm by your signature below that your organization has policies in place supporting non-discrimination regarding accessibility to the programs we provide for you.

Signature of requesting representative

Date

Name and Title of requesting representative

Name of Requesting Organization

Return to: Howard Volland, MG Coordinator
 howard.volland@wsu.edu

Extension programs and policies are consistent with federal and state laws and regulations on nondiscrimination regarding race, sex, religion, age, color, creed, national or ethnic origin; physical, mental or sensory disability; marital status, sexual orientation, or status as a Vietnam-era or disabled veteran. Evidence of noncompliance may be reported through your local Extension office.