

WSU Snohomish County Extension Master Gardener Program

Applying for 2023 Volunteer Master Gardener Training

PLEASE READ CAREFULLY:

Master Gardener Trainees are WSU volunteers and are thereby subject to the Governor's proclamation 21-14.1 "COVID-19 Vaccination Requirement" as well as all other COVID protocols required by the state, WSU, Snohomish County, and any other applicable local authority.

The purpose of the Washington State University (WSU) Snohomish County Extension Volunteer Master Gardener (MG) Program is to train volunteers to be effective community educators in gardening and environmental stewardship by providing information to the Citizens of Snohomish County generated from research at WSU and other research universities.

Successful MGs demonstrate a strong volunteer ethic and a deep sense of commitment, coupled with a willingness to learn and share what they learn.

Applications are due no later than October 30, 2022. Applications received after October 30, 2022, will not be considered. Each year we receive more applications than we can accommodate thus application does not guarantee acceptance into the course.

MG Training involves approximately 60 hours of college-level instruction using a combination of virtual Zoom classes and in-person hands-on exercises held on Thursdays, from January 12 through April 6.

Classes will be held primarily at Willis Tucker Park, South of Snohomish and will require that all participants comply with current COVID-19 protocols. The hands-on classes may be inside or outside. If a class is to be held outdoors Trainees will be notified in advance to be able to plan weather appropriate attire.

Attendance is required for all training classes because there is no way to effectively make up the missed training. Homework averages 3-4 hours a week and includes electronic access to the 640-page *Master Gardener Manual*, which is the primary text for MG Training. Homework also includes presentations, recorded lectures, and exercises, and is conducted online through WSU's Canvas platform.

Training requires computer and internet access, a Zoom account, and a working email account checked daily. While we will attempt to provide technical assistance, it is the Trainee's responsibility to make sure they have access to the necessary technology. For technical minimum requirements please visit <https://tinyurl.com/2a6b7sb2>.

Training focuses on familiarization with and learning how to use resources, including online resources, to research, educate, mentor, and answer horticulture questions for the public, usually when working with other MGs, in an enjoyable, collaborative environment. All quizzes and exams are taken online at home using your own computer and are multiple choice, open book, and graded pass/fail. One Veteran Master Gardener Mentor is assigned to 3-5 Trainees and will work with those Trainees throughout their first year in the MG Program.

At the time of acceptance into the MG Program for Training, applicants must be at least 18 years of age, a resident of Snohomish County, have passed the required national background screen, and have agreed to

comply with all applicable Covid protocols (see above), which currently includes providing visual proof of being fully vaccinated for COVID-19 at the time of acceptance.

In addition to the \$375 tuition fee, applicants must also commit to volunteer a minimum of 40 hours working on approved Snohomish County Master Gardener projects during 2023. After successfully completing their first year, they will become Certified WSU Extension Master Gardeners. To maintain certification they must agree to volunteer a minimum of 35 hours annually.

If your application is accepted, we will contact you via e-mail to schedule the required Orientation during which you will learn more about the MG Program, the commitment you are making to become a Volunteer Master Gardener Community Educator, and to answer any questions you may have. At the time of your Orientation, you will be emailed additional information about training and the program along with all the required administrative forms and instructions. Orientations will be via Zoom and are currently scheduled for either 10 a.m., Thursday, Nov. 17, or 10 a.m., Thursday, Dec. 1. You need only attend one. Please allow two hours but the time needed may vary depending upon the number attending and the questions asked.

Once you complete the Orientation and have submitted all the required forms, you will be emailed instructions on how to complete the national background screen, which is conducted online by an independent contractor. As part of the background screening process, you will need to provide your Social Security number directly to them. WSU will have no access to the information you provide. Complete instructions will be sent to you after the Orientation. The screen will cost \$14 but we will pay for it unless you choose to cover the cost as a donation to the MG program.

Once you have successfully completed the background screening process, you will have two weeks to confirm your place in the 2023 MG Training Class by paying your tuition fees. Payment instructions will be sent by email. Do NOT pay tuition fees until you receive the instructions. The fees are broken out this way: \$300 payable by check and \$75 payable by major credit card when signing up for the WSU Online Training component.

Class size is limited so we encourage anyone interested to apply as soon as possible as the class historically fills early. We cannot confirm your place in the Class of 2023 until your application has been reviewed and accepted; you have attended the required orientation session; you have completed and submitted all required administrative forms; you have successfully completed the national background screen; have complied with current COVID-19 protocols; and have paid your tuition fees in full.

To apply, simply fill out the online application form at <https://tinyurl.com/56xwz7fx> paying particular attention to the essay questions and to the required references. Then save it to your computer and email a copy of it to mary.watts@wsu.edu. Do not send payment with your application. We will not accept paper or FAX copies. All applications must be received by October 30, 2022. Applications received after October 30, 2022, will not be considered.

All communication will be done via e-mail so please make sure your e-mail address is correct and legible. Incomplete and/or illegible applications will be discarded without further action, so please write clearly, proof carefully, and answer all questions completely, especially the essay question and the references.

For questions, please contact MG Coordinator Mary Watts by email only at mary.watts@wsu.edu.



**Washington State University Extension
Master Gardener Program
Volunteer Application**

WSU Extension Master Gardener Program Application

To become a WSU Master Gardener you must be 18 years of age or older. Are you 18 years of age or older?

Yes No

Washington State Proclamation 21-14.5 requires that volunteers be fully vaccinated for COVID-19 to engage in volunteer work with institutes of higher education in Washington.

Are you fully vaccinated for COVID-19, defined as two weeks post your final injection? Yes No

Are you willing to show proof of your vaccination to WSU Extension Staff in your county? Yes No

Read more about the requirement and options for requesting an exemption on our COVID-19 Resources page at <https://extension.wsu.edu/vaccination-policy/>.

Name:
(First Name) (Middle Name) (Last Name)

Address:
(Street) (City) (Zip)

Phone: Day: Best Time to Call
Eve: Best Time to Call

Email Address:

Please list the times you would not be available for volunteer work: (work schedules, anticipated trips, other commitments)

Training/education completed:
 High school
 Technical/trade school (major studies)
 2-year community college (major studies)
 4-year college (major studies)
 Horticulture degrees, training, or certifications (specify)

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.

Persons with disabilities who require alternative means for communication or program information or reasonable accommodation need to contact their local Extension office at least two weeks prior to the deadline for application.

Please describe your horticulture and gardening experience: (any personal, volunteer, or work experience):

[Redacted area for horticulture and gardening experience description]

Years of horticulture and gardening experience:

[Redacted area for years of horticulture and gardening experience]

Specific horticulture interests: (please check all that apply)

- | | | |
|--------------------|--------------------|---------------------|
| Annuals | Herbs | Propagation |
| Perennials | Houseplants | Greenhouses |
| Roses | Fruit trees | Container gardening |
| Lawns | Berries and grapes | Insects |
| Ornamental grasses | Trees and shrubs | Plant diseases |
| Native plants | Pruning | Weeds |
| Wildlife habitat | Soils | Landscape design |
| Vegetables | Composting | Water gardens |

List your volunteer experience in the community:

[Redacted area for volunteer experience in the community]

Other skills, interests or experience: (please check all that apply)

- | | | |
|---------------------|-----------------------|--------------------------|
| Computers | Drawing/illustrating | Research/data collection |
| Website development | Writing/publishing | Public speaking/teaching |
| Artwork/displays | Proofreading | Other [Redacted] |
| Photography | Marketing/fundraising | Other [Redacted] |

Please provide specific information on the above checked categories:

[Redacted area for specific information on checked categories]

If you are able to speak, read, or write a language(s) other than English, please list: (including American Sign Language)

[Redacted area for listing other languages]

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.

Persons with disabilities who require alternative means for communication or program information or reasonable accommodation need to contact their local Extension office at least two weeks prior to the application deadline.

What is your understanding of the Master Gardener Program?:



These are the dates/times that training classes will be held.

- Dates: Thursdays, Jan. 12 thru Apr. 6.
- Hours: 8:30am-3:00pm (*subject to change*)

Can you commit to these class dates and times? Yes No*

***If No, please explain:**



Pest Management Recommendations: The term pesticide means a product that kills a pest. That term applies equally to traditional, organic, and Organic Materials Review Institute (OMRI) pesticides. As a WSU-Extension volunteer, you will be expected to provide the public with a full range of information based upon WSU’s Integrated Pest Management (IPM) strategy. IPM includes cultural, physical, varietal resistance, and bio-control as well as labeled pesticides approved by EPA, WSDA, and WSU, when needed. This allows the client to make an informed decision. This policy will be discussed fully during training.

- **Do you anticipate any problems recommending chemicals and signing an agreement to that effect? Yes* No**

***If you answer “Yes” then you must contact the Master Gardener Coordinator to discuss your concerns. This is a WSU requirement for the protection of WSU and of all volunteers in any program where pesticides (organic, OMRI, or traditional) may be recommended.**

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.

Persons with disabilities who require alternative means for communication or program information or reasonable accommodation need to contact their local extension office at least two weeks prior to the deadline for application.

Why do you wish to become a WSU Master Gardener volunteer?

Any other information about your skills and abilities you would like us to have?

Photo/Video Release

In the event your picture is taken during a Master Gardener event, do you give WSU permission for that picture or video sequence to be used in WSU brochures, publications or websites? Please check one of the boxes below:

- Yes - I DO** give Washington State University permission to use my photographic and/or video likeness taken during any WSU Extension Master Gardener event or anywhere I am representing WSU Extension Master Gardener Program as a Trainee, Intern, or Certified Master Gardener Volunteer, by any means and without limit for education, demonstration, and promotional purposes.

- NO - I DO NOT** give Washington State University permission to use my photographic and/or video likeness taken during any WSU Extension Master Gardener event or anywhere I am representing WSU Extension Master Gardener Program as a Trainee, Intern, or Certified Master Gardener Volunteer, by any means and without limit for education, demonstration, and promotional purposes.

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.

Persons with disabilities who require alternative means for communication or program information or reasonable accommodation need to contact their local extension office at least two weeks prior to the deadline for application.

Personal References

References: List three **non-family** members who have knowledge of your skills, abilities, and qualifications. Individuals should have worked with you on projects and activities and/or have direct experience with or knowledge of your qualifications. Please provide email addresses and phone numbers.

Reference

<input type="text"/>	<input type="text"/>	<input type="text"/>
(First Name)	(Last Name)	(Relationship)
<input type="text"/>	<input type="text"/>	
(Phone Number)	(Email Address)	

Reference

<input type="text"/>	<input type="text"/>	<input type="text"/>
(First Name)	(Last Name)	(Relationship)
<input type="text"/>	<input type="text"/>	
(Phone Number)	(Email Address)	

Reference

<input type="text"/>	<input type="text"/>	<input type="text"/>
(First Name)	(Last Name)	(Relationship)
<input type="text"/>	<input type="text"/>	
(Phone Number)	(Email Address)	

I authorize Washington State University Extension to contact the listed references and understand that I must complete a criminal background check prior to final consideration of my application to volunteer. I understand that misrepresentation or omission of required information is just cause for non-appointment as a volunteer with Washington State University Extension. I understand that I serve at the pleasure of Washington State University Extension and agree to abide by the policies of Washington State University Extension and individual program areas and to fulfill the volunteer responsibilities to the best of my ability.

Applicant Signature:

Date:

Please type your name in the space above to indicate your agreement with the paragraph above.