Dear Applicant,

Thank you for your interest in the 2020 WSU Thurston County Master Gardener Training. The purpose of the WSU Master Gardener training program is to prepare you to do gardening-related volunteer service in our local communities.

It is also available, with an increased training fee, to individuals who do not wish to become a WSU Master Gardener volunteer, but instead attend the class to receive a certificate of completion either for professional or personal enrichment (please note that those receiving a certificate of completion do not earn the title “Master Gardener”).

Please read this entire application packet before submitting your application.

The WSU Thurston County Master Gardener Program is sponsored by Washington State University Extension and Thurston County. WSU Master Gardener volunteers assist WSU Thurston County Extension in providing information to home and community gardeners about sound and sustainable gardening practices. In order to prepare volunteers for this role, WSU Thurston County Extension trains passionate gardeners in basic botany, integrated pest management, soil science, plant identification, pest and disease diagnosis, and more.

Enclosed is an application and fact sheet describing the WSU Thurston County Master Gardener Program. To be accepted into the program you must meet the application criteria and attend a pre-orientation session. The pre-orientation session will help you determine if becoming a WSU Master Gardener volunteer is a good fit for you. Pre-orientation session dates, times, and locations are located inside this application packet.

The training class does have a cap and will be filled on a first come, first served basis. If there is still room the very last date to apply is Friday, December 20, 2019. You must be 18 or over to apply.

I look forward to meeting you at one of the pre-orientation sessions. If you have any questions in the meantime, please contact me by email at carltoc@co.thurston.wa.us or by phone (360-867-2162). WSU Master Gardeners is a wonderful organization committed to educating our community about the art and science of gardening. We hope you will join us in making a difference.

Cori Carlton
WSU Master Gardener & Master Recycler Composter Program Manager
WSU Thurston County Extension
WSU Extension Thurston County Master Gardener Program

Program Background:

The WSU Extension Master Gardener program is a world-class gardening program that has been around since 1973. WSU Thurston County Master Gardener volunteers provide professional, unbiased, research-based home gardening and horticulture information to the public. WSU Master Gardeners are not paid for their community service, nor are they allowed to use their status for personal/business gain.

Who becomes a WSU Master Gardener volunteer?
WSU Master Gardeners are highly motivated gardeners who become volunteers to: 1) expand their knowledge in the field of horticulture, conservation, and sustainability; 2) serve the larger community as educators and leaders on critical issues such as food security and water quality, 3) learn the latest gardening information, 4) grow friendships with other passionate gardeners.

There is a misconception that to become a WSU Master Gardener you must know everything about gardening. This is unrealistic and untrue. To be a WSU Thurston County Master Gardener you must have some gardening experience but more importantly you must commit to sharing accurate gardening information with our community. We are looking for volunteers who enjoy and want to share gardening knowledge with those around them.

The WSU Master Gardener training will also teach you how to access even more resources for those subjects you may not know too much about. You will become part of the 200+ Thurston County WSU Master Gardeners who have very diverse backgrounds of gardening expertise and interests. As a result of this diversity you will have fun learning from one another while making lifelong friendships.

Scope of the volunteer work:
Trained and certified WSU Thurston County Master Gardener volunteers are educators and community leaders. They answer questions and give advice to home gardeners on plant disease and identification, plant care, pest management, sustainable gardening and many associated topics. This is accomplished through various formal and informal activities, including, but not limited to:

- Question/answer plant clinics
- Demonstration gardens
- Public presentations and workshops
- Youth gardening programs
- Other outreach programs and educational projects

We have community outreach activities available both during the week as well as on weekends.
WSU Extension Thurston County Master Gardener Training Program

2020 Training Details:
WSU Master Gardener Training involves approximately 75 hours of comprehensive classroom and workshop instruction over 22 weeks. Trainees will participate in classes in person AND at home by using the on-line training program. Each WSU Master Gardener trainee is assigned a mentor to assist him/her in the education process. For 2020, training will begin on January 17, 2020 and finish on June 12, 2020. You will spend half of these weeks doing your assignments at home on your own time. The other half of the time, we will be meeting to hear from a presenter, take a field trip, or to do a hands-on activity or lesson.

Training focuses on familiarization with and learning how to use resources to research, educate, mentor and answer horticulture questions for the general public, usually serving with other Master Gardeners in an enjoyable, collaborative environment.

With that in mind, you will have approximately 5 to 7 hours of homework biweekly that needs to be done between us meeting in the classroom. Homework could be reading chapters from the WSU Master Gardener manual, using the online training system to complete interactive activities or completing assignments that help prepare you for the next class. You will also be expected to take biweekly quizzes that are multiple choice, open book, and graded pass/fail. Quizzes are taken for retention of new material and are done at home using your own computer.

When: In person classes will be held on the following 2020 dates:

- January 17*, 24*
- February 14, 28
- March 13, 27
- April 10, 24
- May 8, 16, 22 (Note: the 16th is our only Saturday activity)
- June 5*, 12*

*Please note that the first two and the last two classes are back to back weeks.

When we meet as a group we will have class from 9:00 a.m. to 4:00 p.m. Morning, lunch and afternoon breaks are scheduled but vary depending on the agenda for the day.

Where: Our Friday classes will be either in the field or held at a training room in Lacey. Our one Saturday activity, on May 16, will be at Dirt Works Demonstration Garden in West Olympia. Details of when and where we will meet for our classes will be given upon acceptance into the program.

Tuition fee: The tuition for this extensive training program is $300.00 plus 60 hours of volunteer service working on designated Thurston County Master Gardener projects. You have until December 31, 2021 to complete your 60 hours of service. Please do not send payment with your application. For those who are accepted into the program $225 of the $300 fee will be due on the first day of class, January 17, 2020 (check or exact cash only). Receipts will be issued to class members the first day of class. The remaining $75 will be paid directly to WSU (credit or debit cards only) during the week of January 18 to January 23.
Payment plans are available to anyone who completes a payment plan form. The $300 training fee is broken into the following four monthly payments:

- $75 is due to WSU the week between January 18th and January 23rd
- $75 is due on/by February 28th
- $75 is due on/by March 31st
- $75 is due on/by April 30th

A limited number of full and partial scholarships are available to those experiencing financial hardship.

Payment plan and scholarship forms are available at the pre-orientation sessions.

**Non-Volunteer Track:** We do have an option for those who are interested in taking the course for professional or personal enrichment but with no desire of volunteering. The cost is $600 and space is limited. You will learn further details of this option at the pre-orientation.

**WSU Master Gardener Pre-Orientation Sessions for Thurston County**

The WSU Master Gardener program requires a significant time commitment. At the pre-orientation session you will learn what it takes to be a WSU Master Gardener including program expectations, as well as all the benefits you will receive being a WSU Master Gardener. The following sessions will allow you to see if the WSU Master Gardener Program is a right fit for you. Pre-orientations are held at the WSU Thurston County Extension office. *No pre-registration needed.*

**The following pre-orientations will be held at the WSU Thurston Co. Extension Office**

- October 25 from 6:00 p.m. to 7:30 p.m.
- November 6 from 10:30 a.m. to 12:00 p.m.
- November 15 from 6:00 p.m. to 7:30 p.m.
- November 19 from 10:30 a.m. to 12:00 p.m.
- December 5 from 6:00 p.m. to 7:30 p.m.
- December 9 from 10:30 a.m. to 12:00 p.m.
- December 19 from 6:00 p.m. to 7:30 p.m.

The address for the WSU Extension office is 3054 Carpenter Rd. SE, Olympia, WA 98503. Our office is located inside the Thurston County Fairgrounds. Upon entering the Fairgrounds continue straight and drive past Heritage Hall on your right and the Expo center on your left. The WSU Extension office is the brown building located behind the building painted like a cow. “Benoschek” is the name of the building where the orientation will be held. The office entrance is located on the right side of the building closest to the east area field. Parking is available on the backside of Heritage Hall. See map on our website for further details.

For questions please contact Cori at 360-867-2162 or carltoc@co.thurston.wa.us
Washington State University Extension  
Master Gardener Program  
Volunteer Application

WSU Master Gardener Program Application for Thurston County Extension

Please complete parts A and B and return to your local WSU County Extension office.  
Please PRINT clearly or type.

PART A:

**Note that 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_____ 

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

Name you prefer to use (i.e. John instead of Johnathan, etc.) ________________________________

What name do you want listed on your name badge? ________________________________

Mailing Address:
(Street) (City) (Zip)

Phone:
Day: ( ) _____________________ Best Time to Call: ____________________
Eve: ( ) _____________________ Best Time to Call: ____________________
Cell: ( ) _____________________ Best Time to Call: ____________________

Do you have access to a computer with internet and have an email address?  Yes____ No_____ 
If no, are you willing to get an email address and find access to a computer? _______________

Email Address (required):
(Please type or print very clearly)

Emergency contact (other than your own home contact information):
Name: __________________________ Relation: __________________________

Phone: ( ) ______________________

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 Cori Carlton at 3054 Carpenter Rd. SE, Olympia WA 98503, 360-867-2162, carltoc@co.thurston.wa.us at least two weeks prior to the beginning of training.

Revised 09/2019
Training classes will be held on the following 2020 dates:
January 17*, 24*
February 14, 28
March 13, 27
April 10, 24
May 8, 16, 22 (Note: the 16th is our only Saturday activity)
June 5*, 12*

*Please note that the first two and the last two classes are back to back weeks.

Can you attend ALL these classes? Yes_____ No_____ 
Every class is important and attendance is expected. You will have to make up any classes that you miss. Do you have any concerns with this? ____________ if so, please comment: ____________________________

Do you have the time to commit to a minimum of 60 hours of volunteer service during your internship? 
Yes_____ No_____ (January 17, 2020—December 31, 2021)

I would be most available:
Weekdays_____ Evenings_____ Weekends_____ Summers only_____ Other_____

Service Area: Check the geographical area or areas in which you would be willing to volunteer.
___Lacey  ____Tumwater  ____Olympia  ____Rochester/Littlerock  ____Tenino
___Yelm  ____ No Preference

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)__________________________________
__________________________________________________________________________________

Occupation____________________ Position______________________________
Full time_____ Part time_____ Shift_____ Seasonal_____ Student_____ Retired_____ 

If not employed/student, are you actively seeking employment? Yes_____ No_____ 

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

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Year(s) of horticulture and gardening experience: _____________________________

**Specific horticulture experience:** (please check all that apply)
- [ ] Annuals
- [ ] Perennials
- [ ] Roses
- [ ] Lawns
- [ ] Ornamental grasses
- [ ] Native plants
- [ ] Wildlife habitat
- [ ] Vegetables
- [ ] Organic gardening
- [ ] Permaculture
- [ ] Herbs
- [ ] Houseplants
- [ ] Fruit trees
- [ ] Berries and grapes
- [ ] Trees and shrubs
- [ ] Pruning
- [ ] Composting
- [ ] Adaptive gardening
- [ ] Square foot gardening
- [ ] Propagation
- [ ] Greenhouses
- [ ] Container gardening
- [ ] Insects
- [ ] Plant diseases
- [ ] Weeds
- [ ] Landscape design
- [ ] Water gardens
- [ ] Children’s gardening
- [ ] Companion planting

If any, list your affiliations related to horticulture:

__________________________________________________________________________

List any volunteer experience in the community:

__________________________________________________________________________

In your volunteer role, with whom do you prefer to work with?
- [ ] Youth
- [ ] Adults
- [ ] Both

If you prefer to work directly with youth, what grade level(s) do you prefer?
- [ ] Primary (Grades K-2)
- [ ] Junior (Grades 3-5)
- [ ] Intermediate (Grades 6-8)
- [ ] High school (Grades 9-12).

Other skills, interests or experience you are willing to offer while volunteering for our program:
(please check all that apply)
The skills you are willing to share with us is just as important as prior gardening experience. We need people with all types of experience to help further our program goals.

- [ ] Writing articles
- [ ] Website management
- [ ] Social media
- [ ] Photography
- [ ] Event planning
- [ ] Office/clerical skills
- [ ] Skilled Labor (i.e. electrical, plumbing, carpentry, mechanics, painting, welding etc.)
- [ ] Drawing/illustrating
- [ ] Publicity/marketing
- [ ] Artwork/displays
- [ ] Proofreading
- [ ] Video production
- [ ] Volunteer management
- [ ] Computer skills-list software
- [ ] Research/data collection
- [ ] Public speaking/teaching
- [ ] Grant writing
- [ ] Fundraising
- [ ] Financial management
- [ ] Financial investing
- [ ] Other-please describe
If needed, please provide specific information on the above checked categories:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Are there any volunteer activities in which you are unwilling or unable to participate (public speaking, attending meetings, office work including answering phones and emails, working one-on-one with community clients, physical garden work in the demonstration gardens, etc.)?  □ No  □ Yes
If yes, please list: (please be honest, if you write something down it will not deter you from being accepted into the program.)
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

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

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

How did you learn about the WSU Master Gardener program?
________________________________________________________________________________________
________________________________________________________________________________________

Have you used Master Gardener services before?  ____Yes  ____No

Have you been to a WSU Master Gardener Demonstration Garden?  ____Yes  ____No
Have you been a WSU Extension volunteer?  ___Yes ___No  What program?_____
When?________________________ What city/county?________________________________

Have you previously applied to become a WSU Thurston County Master Gardener?
___Yes ___ No  If so, what year?____________

Have you been a WSU Master Gardener in another county or state?  ____Yes  ___No
Where?________________________ When?________________________

Name and contact information for your previous Program Coordinator.
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

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

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 regulated by Environmental Protection Agency, Washington State Department of Agriculture, and WSU. Recommending a pesticide is the last step in the IPM process and should be considered if all other potential solutions have been exhausted. This policy will be discussed fully during training.

Do you anticipate any problems following WSU’s Integrated Pest Management strategy and signing an agreement to that effect?
____________________Yes* ___________No

*If you answer “yes” then you must contact the Master Gardener Program Manager at 360-867-2162 or caltoc@co.thurston.wa.us 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.
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.

Applicant Signature: ___________________________ Date: ___________________________
**PART B**

**Background Disclosure** – this information is required of ALL potential volunteers in WSU Extension Programs and is kept confidential and in a locked cabinet in your local extension office. Please note that a background check may be conducted on all potential volunteers.

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<th>Name:</th>
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<tr>
<td>Former Name(s)</td>
<td>Legal or Preferred Name(s)</td>
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<tr>
<td>Date of Birth (MM/DD/YY)</td>
<td>Driver’s License Number/State</td>
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Answer YES or NO to each listed item. If the answer is YES to any item, please explain in the area provided, indicating the charge or finding, the date, and the court(s) involved.

**Have you ever been convicted of a misdemeanor or a felony?**
- ☐ Yes  ☐ No  If yes, please give date, nature, and disposition of offense.

**Have you ever been convicted of a crime(s) against children or other persons?**
- ☐ Yes  ☐ No  If yes, please give date, nature, and disposition of offense.

**Have you ever been convicted of a crime(s) relating to financial exploitation if the victim was a vulnerable adult?**
- ☐ Yes  ☐ No  If yes, please give date, nature, and disposition of offense.

**Have you ever been convicted of a crime(s) related to drugs?**
- ☐ Yes  ☐ No  If yes, please give date, nature, and disposition of offense.

**Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?**
- ☐ Yes  ☐ No  If yes, please give date, nature, and disposition of offense.

**Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?**
- ☐ Yes  ☐ No  If yes, please give date, nature, and disposition of offense.
Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult?

☐ Yes  ☐ No  If yes, please give date, nature, and disposition of offense.

Have you ever been found by a court in a protection proceeding under chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult?

☐ Yes  ☐ No  If yes, please give date, nature, and disposition of offense.

Please note: A criminal record will be considered as it relates to specifics of the volunteer position for which you are applying. A criminal record may prevent an individual from volunteering, depending on the nature of the offense.

State Law Requirements:
The Washington State Child and Adult Abuse Information Law (RCW 43.43.830-.845) requires employers ask applicants to disclose specific information about any convictions for crimes against persons, crimes relating to financial exploitation, and findings in related actions and proceedings. This conviction information must be disclosed before an applicant can be considered for employment in any position which may involve unsupervised access to children, developmentally disabled persons, or vulnerable adults as defined by the law.

I, _______________________, hereby authorize Washington State University to investigate my background for purposes of evaluating whether I am qualified for a position with duties involving unsupervised access to children under the age of sixteen and vulnerable adults as defined in the Revised Code of Washington 43.43.840-43.43.845. I understand that Washington State University will utilize an outside firm(s) to assist them in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company’s choice. I also understand that I may not withhold my permission and that in such case, no investigation will be done, and my application will not be processed further.

Signature: ___________________________________________ Date: ______________________

Certification of Criminal History Outside of the State of Washington

I certify, under penalty of perjury that I have not been convicted of any of the above listed crimes or had findings against me concerning that above listed proceedings outside of the State of Washington.

Signature: ___________________________________________ Date: ______________________

Personal Information (Please complete all requested fields)

Full Legal Name (Last, First, Middle): _____________________________________________________________________ Date of Birth: _____________________

Alias/Maiden Names: ___________________________________________ Date of Birth: _____________________

Email Address: __________________________________________________________ Telephone Number: ______________________

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Personal References

References: List 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 complete email and phone number. **PLEASE PRINT.**

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I authorize Washington State University Extension to contact the listed references and understand that a criminal background check will be completed 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 the 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.

**Signature:**  
**Date:**

After completion, please return parts A and B of this volunteer application form to the WSU Extension office ASAP to assure consideration for the 2020 training class. If there is still room in the training class the last day to apply is December 20, 2019.

Please retain a copy of this application for your records. Send no payment with this application!

Before returning it, please make sure you filled it out completely and legibly:

- Did you print your email address **legibly** on page 5?
- Did you sign the application in all four places (once on page 10, twice on page 12 and once on page 13)?
- Did you answer the Pest Management Recommendation question on page 9?

Mail/drop off application to:

WSU Thurston County Master Gardener Program  
Attn: Cori Carlton  
3054 Carpenter Rd. SE  
Olympia, WA 98503

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