



Become a Extension Master Gardener Volunteer

Looking for New Gardening Excitement?

- ✓ Master Gardener Program begins in September at the Fayette County Extension Office
- ✓ Learn about gardening from area professionals and educators
- ✓ Become a Master Gardener Volunteer and find a world of gardening friends

Where can gardeners receive educational programs that interest them? The Extension Service, of course, and particularly their Extension Master Gardener Volunteer Program. This program provides over seventy hours of classroom instruction by area horticulture agents, local industry professionals and experts from the University of Kentucky. Growing better lawns with less effort, understanding how soils affect plant performance and learning to use pruners courageously are just three of the many topics covered. Fruit, flower and vegetable gardening, composting, tree and shrub selection and planting, and diagnosing plant problems are also discussed.

With completion of the course, participants become certified master gardeners after they fulfill 20 hours of diagnostic and customer service work and 20 hours of volunteer service from a variety of specified horticultural activities. As program providers, we pride ourselves on presenting factual, research-based recommendations suitable to Central

Kentucky, and we encourage participants to improve the quality of their home and community environments by using this information. And afterwards, Extension supports your new horticultural connection by encouraging participants to join the Fayette County Master Gardener Association, which offers inspiration, gardening programs, and camaraderie.

Is the program popular? You bet it is, and that's why we are sending this special announcement to you. The program will be held at the Fayette County Extension Office, 1140 Harry Sykes Way.

More information about the program on the next page.

Complete the paperwork and mail or drop it off at the front office at the Extension Office.

**Deadline to apply is:
July 16, 2018**

Return completed application to:

Master Gardener Class
Fayette County Extension Office
1140 Harry Sykes Way
Lexington, KY 40504-1383



Extension Master Gardener Volunteer Program

Extension Master Gardener is a rigorous volunteer training program that prepares candidates to serve the Extension Horticulture program. We offer the program beginning in September of alternating years. We are currently offering the class in even numbered years. The level of interest in our program far exceeds the number of seats in each class and we interview all candidates to identify those with the most interest in long term volunteer commitments with Cooperative Extension.

Our class meets Tuesday and Thursday mornings from 9:00 a.m. till noon for roughly 15 weeks beginning around Labor Day. In addition to class time, students are required to complete a homework assignment and quiz for each class session. Students also prepare and submit insect and tree collections outside of class time. After the classroom portion, students are required to pass a comprehensive final exam with a minimum score of 70%. Students are allowed 2 absences from class, regardless of circumstances, and the third absence equates to dismissal from the program. Students who successfully pass the classroom portion become apprentice Extension Master Gardeners for the following year while they complete 40 hours of volunteer service in assigned activities. Twenty of the 40 hours are spent on our Helpline at the Cooperative Extension office where volunteers field questions and advise walk in clients. Helpline shifts are 10:00 a.m. to 2:00 p.m. Monday through Friday from April 1st through October 31st. An additional 20 hours will be assigned by the county horticulture agent in one of our approved projects.

After completing the 40 hour volunteer requirement apprentices become fully certified Extension Master Gardener volunteers. This entire process encompasses 15-18 months. After the initial apprentice year, volunteers remain in the program by volunteering a minimum of 20 hours and earning 10 Continuing Education Units (CEU) per year.

The cost of the Fayette County Extension Master Gardener training is \$150.00 which includes textbooks and other materials. We do offer partial and full scholarships to the program in exchange for additional volunteer time. Class fees are non-refundable if a student withdraws or is dismissed from the program. Since our greatest need for volunteers coincides with our office hours we do not offer this program as an evening or weekend class. If you feel up to the challenge and would like to join the ranks of our highly skilled volunteers, please consider applying for the next Extension Master Gardener class.

Here is a brief listing of our current Master Gardener projects. In addition to these, volunteers also support many one day educational conferences, events and activities:

Arbor Day Committee - a group that helps with planning and staffing this annual celebration of trees and related

gardening topics at The Arboretum, State Botanical Garden of Kentucky.

Extension Office Teaching Garden - A garden at the extension office featuring vegetables, flowers, small fruit and composting demonstrations on a homeowner scale for educational purposes.

Speakers Bureau - a group that tries to respond to requests for educational programs related to gardening.

Helpline - A Master Gardener question line. Volunteers are available at the extension office from 10:00 a.m. - 2:00 p.m. Monday through Friday, April 1st through October 31st to field your gardening questions and help solve problems for residents of Fayette County.

Growing Community - An annual event built around a day of vegetable gardening education. Volunteers partner with other groups and agencies to teach vegetable gardening in areas where access to fresh produce is limited. Residents attend educational sessions in exchange for free plants, seeds and gardening information.

Demonstration Organic Vegetable and Herb Gardens - Educational vegetable and herb gardens located at The Arboretum, State Botanical Garden of Kentucky. Volunteers plant and maintain organic gardens with signage and educational materials. Informal and welcomes gardeners to participate or come with questions.

Farmer's Market Booth - A group that visits the Lexington Farmers Market twice a month on Saturday to field gardening questions and distribute educational materials.

Cardinal Hill Therapy Garden - volunteers plant and maintain a therapy garden at the facility. Provide education and training to patients, family and staff. Also teach classes related to enabling gardening.

Central Kentucky Ornamental and Turf Association - A group of volunteers that assist with this educational conference for industry professionals including landscapers, lawn companies and landscape architects.

Lexington Lions Club Bluegrass Fair Horticulture Contest - Group organizes and helps sponsor flower and vegetable show with collaboration with Lexington Council Garden Clubs. Entry is free and open to the public with ribbons and cash prizes provided by the Lions Club.

Continuing Education Committee - Plans and executes educational opportunities to keep volunteers current on gardening trends and horticultural issues.

Master Gardener Newsletter - publishes quarterly newsletter of MG business and related information.

Master Gardener Association - Group of officers and leaders who assist county agent in administering the horticulture program in Fayette County and furthering the educational mission of Cooperative Extension.



Volunteer Application Kentucky Cooperative Extension Service

Kentucky Cooperative Extension Service takes seriously its obligation to provide a safe environment for all persons involved in volunteer activities. This application will gather information necessary to successfully match the applicant with the appropriate position. When questions arise about qualifications, answers given by the application will be verified.

I. GENERAL INFORMATION

Name _____
(FIRST) (MIDDLE) (LAST)

e-mail _____

Phone: Primary _____ Mobile _____
Other _____ Work _____

Mailing Address _____
(STREET, BOX, ROUTE, APT #) (CITY) (STATE) (ZIP)

Residential Address (If different from above): _____
(Street, Box, Route, Apt#) (City) (State) (Zip)

How long have you lived at present address? _____ years

If less than five years, list your prior addresses and the length of time you lived at each.

_____ (STREET, BOX, ROUTE, APT #)	_____ (CITY)	_____ (STATE)	_____ (ZIP)	_____ (Length of Stay)
_____ (STREET, BOX, ROUTE, APT #)	_____ (CITY)	_____ (STATE)	_____ (ZIP)	_____ (Length of Stay)

Hispanic Ethnicity: (check one): Hispanic or Latino Not Hispanic or Latino

Racial Groups (check all that apply): White Black or African American
 American Indian or Alaskan Native Asian
 Native Hawaiian or Other Pacific Islander

Gender: Female Male

Occupation: _____ **Employer:** _____

If you were a 4-Her, indicate County: _____ State: _____

If you have volunteered with youth (including 4-H), how long did you do so? _____

If yes, list City: _____ County: _____ State: _____

Extension staff with whom you worked. Name: _____ Phone: _____
 Previous Volunteer Experience (LIST CURRENT OR MOST RECENT EXPERIENCE FIRST)

ORGANIZATION	VOLUNTEER ROLE	YEAR(S)

II. PERSONAL REFERENCES

List two persons not related to you who know about your qualifications and experiences working as a volunteer. If you have previous experience as a volunteer with a youth organization, one reference should be from that youth organization. Please include complete address and phone number.

1) NAME: _____ cell phone _____ work phone _____

Address _____
(Street) (City) (State) (Zip)

How do you know this person? _____ email _____

2) NAME _____ cell phone _____ work phone _____

Address _____
(Street) (City) (State) (Zip)

How do you know this person? _____ email _____

I authorize the contact of the references listed above.

I understand an annual Criminal Record Check may be conducted. I understand that the misrepresentation or omission of information requested is just cause for non-appointment/ termination/disengagement as a volunteer.

If accepted as a volunteer, I agree to abide by the standards of the Kentucky Cooperative Extension Service and to fulfill the volunteer responsibilities to the best of my abilities. I understand that the purpose of 4-H Youth Development programs is to develop youth individually and as responsible, productive citizens. I recognize that Extension programs are part of the College of Agriculture, in which USDA, the University of Kentucky, Kentucky State University and all Kentucky counties share. As a volunteer, I am committing to involve individuals regardless of race, color, age, sex, religion, disability or national origin in educational experiences in cooperation with other Extension volunteers and Extension personnel.

 Signature of volunteer Date

Have you been convicted of two or more moving vehicle violations in the last 12 months?
 Yes No If yes, please explain: _____

Motor Vehicle Record (MVR) Release & Information Form

Please provide all requested information and return form to UK Risk Management

Please attach copy of Drivers' License here.

Department Information:

UK Department: ^{FCCES} Department Number: ^{MG}

Supervisor/Contact: ^{Jamie Dockery} Supv/Contact Phone: ⁸⁵⁹⁻²⁵⁷⁻⁵⁵⁸²

Driver Information:

Name: Work Phone:
Exactly as it appears on Drivers' license

Address: City: ST: Zip:

Sex: Date of Birth:

Driver's License Number: State:

Years Driving Experience Yrs: Mos: Date of Hire:

In connection with any application made by me, I understand that investigative background inquiries may be made on me concerning matters of motor vehicle information. I understand that you may be requesting information from various Federal, State, and other agencies which maintain records concerning past activities relating to my driving records.

I authorize, without reservation, any party or agency contacted to furnish the above mentioned information. I hereby consent to the University of Kentucky to obtain such information from Sonic e-Learning Inc. and/or any of their agents. This authorization and consent shall be valid in an original, fax or copy form. I recognize that these inquiries may be made randomly in the future and no further authorization is required by me.

Failure to provide all information requested may result in a delay of UK driving privileges.

Driver's Signature: X Date:

Risk Management Department Use only.		Supv	<input type="checkbox"/>	HR	<input type="checkbox"/>	ARB	<u> </u>
MVR Req	<input type="checkbox"/>	Rec'd	<input type="checkbox"/>	Filed	<input type="checkbox"/>	Referred	<input type="checkbox"/>

Criminal Record Check Request Form

UK CES Volunteer Application, page 4



University of Kentucky Extension Volunteer Criminal Record Check Request

DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS Please Read Carefully Before Signing the Authorization

In considering you for a volunteer role, Kentucky Extension will request a criminal record check from IntelliCorp Records, Inc., 3000 Auburn Dr, Suite 410; Beachwood, OH 44122; 1-888-946-8355; www.intellicorp.net as well as two personal references.

For explanation purposes:

- a "criminal record check" is a written communication of information, used in making a volunteer-related decision about you. This may include criminal history reports and driving records.
a "personal reference" is a report of information on your character, reputation, personal characteristics or mode of living obtained from prior employers, neighbors, friends, associates or others who have such knowledge. You are entitled to disclosures regarding the nature and scope of the information requested and "A Summary of Your Rights under the Fair Credit Reporting Act." (Note: We will not run a credit check on any potential volunteer. This is simply the name of the bill.)

We must have your written authorization to obtain a criminal record check and personal reference about you for volunteer purposes. Before any adverse action is taken, based on information in those reports, you will be provided a copy of that report, the name, address and telephone number of IntelliCorp and a summary of your rights under the FCRA.

To obtain a Criminal Record Check, please print your information clearly and accurately:

Name (last, middle, first):

Driver's License Number:

State Issuing Driver's License:

Social Security Number

Maiden Names(s) or alias:

Date of Birth:

Street Address / P.O. Box:

City, State, Zip:

I understand that failure to provide the information requested will prohibit my involvement as a volunteer for the University of Kentucky. I understand that failure to accurately provide the information requested may result in my prosecution under KRS 523.100.

I hereby give permission to the University of Kentucky to obtain a Criminal Record Report on me.

Signature of volunteer applicant

date



Kentucky CES Expectations for Volunteers

Trust is placed in the Kentucky Cooperative Extension Service to provide quality leadership and care for individuals participating in CES programs. The opportunity to work with youth is a privileged position of trust that should be held only by those who are willing to demonstrate behaviors that fulfill this trust. These expectations for volunteers guide their involvement in Kentucky Extension activities.

The purpose of these expectations for volunteers is to ensure the safety and well-being of all participants (i.e., youth, their parents and families, paid and volunteer staff). Kentucky CES volunteers are expected to function within the guidelines of Kentucky CES and Kentucky 4-H.

The following statements relate to the role of a volunteer with Kentucky CES and represent a contractual agreement between a volunteer and Kentucky CES.

- I will represent Kentucky CES to youth and adults by conducting myself with courteous manners and language, exhibiting good sportsmanship, serving as a positive role model, and demonstrating appropriate conflict resolution skills.
- I will abide by all applicable laws and CES rules, policies, and guidelines. This includes, but is not limited to, child abuse, fiscal management procedures and substance abuse.
- I will accept supervision and support from Extension staff or management volunteers.
- I will participate in orientation and on-going volunteer education and development, including client protection standards.
- I will not consume or allow others to use alcohol or illegal drugs at any CES function.
- I will, when transporting others, operate vehicles and equipment in a safe and reliable manner and only with a valid operator's license. I will comply with all vehicular regulations and laws. All passengers will be secured by properly operating seat belts. I have the minimum vehicle insurance coverage required by the Commonwealth of KY.
- I will accept the responsibility to promote and support the vision, mission, and values of Kentucky CES and its programs.
- I will conduct myself in a manner that is in the best interest of youth, adults and CES and will not use the volunteer position for purposes of personal gain.
- I will treat animals in a humane manner and teach program participants to provide appropriate animal care and management.
- I will use technology (including social media) in an appropriate manner that reflects the best practices in youth development.
- I will not practice, condone, tolerate or allow bullying, hazing, harassment or malicious pranks.
- I will ensure that educational programs of Kentucky CES shall serve all people regardless of race, color, age, gender, religion, disability or national origin.

I have read, understand, and agree to abide by these expectations for volunteers. I understand that suspension or termination of my position will result if I do not meet these expectations.

Signature of Volunteer

Date

Signature of Supervisor or Agent

Date

Master Gardener

VOLUNTEER POSITION DESCRIPTION

Kentucky Horticulture Program
Kentucky Cooperative Extension
The University of Kentucky College of Agriculture

POSITION TITLE:

- Master Gardener

TIME REQUIRED / DURATION OF APPOINTMENT:

- 40 hours of volunteer service, over a one year time frame

LOCATION:

- Various locations in Fayette County

GENERAL PURPOSE:

- To educate and engage a group of volunteers who can facilitate programs of the Fayette County Cooperative Extension Service and provide research-based information in order to protect and enhance horticulture in the community.

SPECIFIC RESPONSIBILITIES:

- Provide leadership and volunteerism to further advance horticulture in Fayette County.

QUALIFICATIONS:

- Must complete the Volunteer Application process and be approved by the Youth Protection/Risk Management Committee.
- Commitment to the educational and volunteerism components of the Master Gardener Program.

BENEFITS:

- This program provides over seventy hours of classroom instruction by area horticulture agents, local industry professionals and experts from the University of Kentucky. Growing better lawns with less effort, understanding how soils affect plant performance and learning to use pruners courageously are just three of the many topics covered. Fruit, flower and vegetable gardening, composting, tree and shrub selection and planting, and diagnosing plant problems are also discussed.

SALARY:

- Unsalaries; volunteer.

MENTOR / SUPERVISING PROFESSIONAL:

Jamie Dockery, County Extension Agent for Horticulture
Fayette County Extension Office
1140 Red Mile Place, Lexington, KY 40504
Phone: (859) 257-5582 Fax: (859) 254-3697
Email: jamie.dockery@uky.edu

Signature of Volunteer

Signature of Extension Professional

Date

Date