



Master Gardener Volunteer Application

Welcome!

We are pleased you are interested in the MSU Extension Master Gardener Volunteer Program (MGVP). The MGVP is a volunteer leader training program made up of people who are enthusiastic about gardening, want to learn more about growing plants and are willing to share their knowledge with others. They help people and communities grow!

The MGVP program consists of two parts: 1. the basic classroom training; and 2. the community volunteering in horticulture-related activities. The basic classroom training consists of a minimum of 40 hours of balanced, integrated, and practical curriculum in home horticulture. This includes an introduction to plant science, soil science, plant health care, flower gardening, woody ornamentals, lawn care, vegetable care, small fruit culture, tree fruit culture, and household pests. Participants must commit to attend the MSU Extension MGVP basic training and complete all quizzes, assignments and the final (open book) exam with an overall score of at least 70%. Missed classes may be made up in other counties.

The next phase of the program, volunteer community service, is an equally important part of the Master Gardener Volunteer Program. Through volunteer activities, trainees extend their classroom knowledge to their community. Participants are required to perform a minimum of forty (40) hours of community service time educating others. Before becoming certified by Michigan State University Extension as a Master Gardener Volunteer, the commitment must be fulfilled. (There is a one-year time limit.) After initial certification, 5 hours class credit plus 15 hours volunteering will be required in succeeding years in order to maintain their certified status.

Since this is a volunteer program and we work with various audiences, we have a specific application process to protect our clientele as well as other volunteers. All individuals must complete the attached application and participate in the MSU Extension Volunteer Selection Process. This process includes three reference checks, a criminal history background check, and checking the applicant's name against the Michigan Sexual Predators listing. Applicants are also interviewed by current MGVs and/or Extension staff and must also review and sign the "Code of Conduct" form before they volunteer. All of these requirements apply to all applicants. Again, this is to protect our clientele and other volunteers.

If you have any questions regarding this process, please contact your local county coordinators.

Thank you!!

A handwritten signature in black ink that reads "Carol Lenchek". The signature is written in a cursive style.

Carol Lenchek
Oakland County Master Gardener Coordinator

A handwritten signature in black ink that reads "Mary A. Wilson". The signature is written in a cursive style.

Mary A. Wilson
State Master Gardener Coordinator

MSU Extension Volunteer Application Form

Legal Name:

(Last) (First) (Middle Initial)

Mailing address:

(Street) (City) (Zip Code)

Email Address:

_____ @ _____

Telephone: Day (____) _____ Evening (____) _____ Cell (____) _____

Why do you want to be an MSU Extension volunteer?

Briefly describe your volunteer experience, work you may have done with youth, vulnerable adults, community groups and any training you may have received.

Please list your interests and skills (for example: drama, food and nutrition, computers, photography, horticulture, leadership, natural resources, marine and water resources, community service, career development, etc.). Feel free to list any others.

Please check all that apply. I prefer to work:

- with youth: age 5 to 8 9 to 12 13 to 19
- with youth with disabilities
- with adults with disabilities
- on Master Gardener group projects
- alone or with another Master Gardener volunteer

How much time are you willing to spend as an MSU Extension Master Gardener Volunteer?

Hours weekly Hours monthly

Please provide three completed reference forms (see attached) along with your application.

References may include business associates, employers or friends. (Do not use relatives.) Be sure you include persons who can provide information about your qualifications and suitability for working as a volunteer with MSU Extension programs.

I understand that my enrollment as a volunteer is contingent upon successful completion of the application process. I give my permission for the above named references to release information about me and for my criminal history to be verified.

I understand that MSU Extension does not discriminate on the basis of race, color, national origin, gender, gender identity, religion, age, height, weight, political belief, sexual orientation, marital status, family status or veteran status and that this application will be handled in a confidential manner.

I agree to serve as a volunteer for Michigan State University Extension Master Gardener Volunteer Program. I understand that either party may cancel this relationship at any time.

I certify that the above information is correct. I agree to inform MSUE of any changes.

Signature

Date

Thank you for your willingness to share your talents!

MSU is an affirmative action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

I am applying for: (check one or both)

Classes held on weekdays, during daytime hours, August through November

Classes held on weekday evenings, 6:00 to 10:00 pm, January through April

Mail this application with a \$25 fee payable to MSU Extension, MSU Extension, 1200 N. Telegraph Rd. Dept 416, Pontiac, MI 48341. This application fee will be refunded if you do not successfully complete the application process.

When you have been notified of an available seat, the cost to participate in the program is a registration fee of \$300.00. The registration fee covers the cost of the class sessions, the 700+ page Michigan Master Gardener Manual and any other materials and handouts required for the individual class topics. This fee minus a \$25 service charge is refundable if cancellation is received in writing 30 days prior to the first class date. A \$100.00 late cancellation fee will be charged after that period. **No refunds will be made seven (7) days prior to the first day of class.** If you have any questions feel free to contact Carol Lenchek, 248-858-0900, lenchekc@oakgov.com or Linda Smith, 248-858-0887, smithlin@oakgov.com

MSU Extension Criminal History Check Permission Form

(To protect your privacy, this form will be seen only by Michigan State University Extension staff.)

Last Name First Name Middle Initial

Race : White Black Asian or Pacific Islander
 Unknown/Other American Indian or Alaskan Native

Gender: Male Female

Date of Birth: _____
Month Date Year

Michigan Driver's License Number: _____

Other Last Name Other First Name Other Middle Initial

Other Last Name Other First Name Other Middle Initial

Other Last Name Other First Name Other Middle Initial

Have you ever been convicted of a felony or a misdemeanor? No Yes

If yes, please explain: _____

I give Michigan State University Extension permission to check my criminal history with state and local police as well as with any jurisdictions in other states in which I have lived.

Signature _____ Date _____

NOTE: A criminal record will not necessarily disqualify an applicant. A criminal record is one piece of information that will be considered in determining the appropriateness of an individual to be an MSU Extension volunteer.

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

MSU Extension Volunteer Mail Reference Form

_____ is applying to become an MSU Extension volunteer. To serve in this capacity, s/he may or may not work with youth aged 19 and under and/or with adults who have severe mental, physical or emotional disabilities. He or she has given your name as a reference, with approval for you to release information about him or her.

Adults in volunteer positions help individuals have fun while learning new skills, increasing their abilities to work together, managing their own activities and developing into productive adults. MSU Extension seeks your help in providing information about people to serve in volunteer roles and will appreciate your prompt completion of this reference form.

Use this checklist to evaluate the applicant's qualities. Use the following marking system:

E = Excellent

G = Good

F = Fair

U = Unknown

___ Understanding children ___ Ability to organize ___ Flexibility ___ Dependability

___ Sense of humor ___ Resourcefulness ___ Enthusiasm ___ Honesty

___ Communication skills ___ Sense of fairness ___ Patience ___ Initiative

___ Respect for others ___ Understanding persons with disabilities ___ Ability to complete a task

Share your impression and knowledge of the applicant's qualifications for the position by using specific examples where possible.

1. How long have you known him or her?

2. Please comment about this person's ability to work with young people or vulnerable adults.

3. Please comment about his or her sense of responsibility and follow-through on commitments.

4. Please comment about this person's leadership skills, organizational skills, people skills, etc.

5. Are there any reasons why you feel this person would be an unsuitable volunteer to be working with youth and/or adults with disabilities?

6. Would you be comfortable having your child or individuals you know, under this person's guidance? Why?

7. Has this person ever been convicted of a crime of which you are aware?

Any other comments? Please attach an additional sheet if you need more space.

Your Name (please print) _____

Date _____

Your Signature _____

Daytime phone (____) _____

Thank you!

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all.

MSU Extension Staff and Volunteer Agreement and Code of Conduct Form

Oakland County

Legal Name: _____
(Last) (First) (Middle Initial)

Mailing address: _____
(Street) (City) (Zip Code)

Email Address: _____ @ _____

Telephone: Day (____) _____ Evening (____) _____ Cell(____) _____

MSU Extension staff agrees to:

- Provide the volunteer with appropriate policies and procedures.
- Provide orientation about volunteers roles and the organization.
- Set educational tone and direction in conjunction with the appropriate MSU Extension committees.
- Offer volunteer training.
- Provide job descriptions.
- Provide assistance, program support and encouragement.
- Give recognition for time and energy devoted to MSU Extension.
- Implement ongoing affirmative-action policies and assist volunteers in doing the same.

Volunteer agrees to:

- Meet leadership requirements and enroll as a volunteer.
- Follow the policies, philosophy and procedures defined by staff and the appropriate Michigan State University Extension committees.
- Fulfill outlined job requirements without expectation of monetary compensation.
- Be supportive of the MSU Extension program and its activities at all levels.
- Abide by the MSU Extension Volunteer Code of Conduct.
- Affirm that the MSU Extension program actively seeks members from every race, ethnic, religious and socioeconomic group.
- Supply MSU Extension office with any changes in your contact information.

I have reviewed the agreement and am willing to serve in this capacity until either party cancels this agreement. If I am unable to continue as an MSU Extension volunteer, I will notify Extension staff at least one month in advance.

I have read the Oakland County Code of Conduct on the back of this form and agree to comply with it.

Signatures

MSU Extension Volunteer Date

MSU Extension Staff Person Date

Distribute the original to the MSU Extension office and provide a copy to the volunteer.

Code of Conduct

The Michigan State University Extension program prides itself on providing quality educational programs. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants.

As an MSU Extension volunteer, I promise that I will:

- Accept responsibility to represent Oakland County and MSU Extension programs with dignity and pride by being a positive role model.
- Respect, adhere to, and enforce the rules, policies and guidelines established by Oakland County and MSU Extension programs, and be courteous and respectful in dealings with other program participants.
- Abstain from, and not, tolerate physical or verbal abuse.
- Comply with equal opportunity and anti-discrimination laws.
- Avoid criminal activities.
- Refrain from using alcohol and other drugs in an illegal or inappropriate manner.
- Operate machinery, vehicles and other equipment in a responsible manner.
- Report a violation of the Code of Conduct of which I am aware.

It is important that all Michigan State University Extension volunteers comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by MSU Extension representatives may lead to dismissal as a volunteer from the MSU Extension program.

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.