

September 19, 2018

Dear Potential Master Gardener Applicant,

Attached is an application to join the 2019 Virginia Cooperative Extension (VCE) Master Gardener Training class in the Northern Shenandoah Valley. Master Gardener Volunteer programs are now located in 45 states and serve in over 60 Virginia counties. Our five-county unit, the Northern Shenandoah Valley Master Gardeners (NSVMG), has over 129 active VCE-Master Gardener Volunteers.

We offer the course to train and educate new volunteers for the Virginia Cooperative Extension Service. The program trains volunteers who want to help VCE conduct educational programs and disseminate research-based information to the public.

Our 2019 Master Gardener (MG) course is a two-part program. The first part, as a MG Trainee, is approximately 70 hours of classroom education where you will be exposed to all phases of horticulture. The second part is a required 50 hours of volunteer time - you will work in the community under supervision as an MG Intern applying classroom principles to approved Virginia Cooperative Extension horticulture projects supported by the local MG association. Master Gardeners already in the program tell us this internship time is as valuable as the classroom - maybe more. After you complete the two-phase program, you will be certified and considered an experienced volunteer qualified to bear the title "Extension Master Gardener."

If accepted into the training class, you will find exemplary speakers: knowledgeable professionals, local commercial growers and business people, and professors from local universities and colleges. Classroom training will **begin Tuesday, February 19, 2019**, and conclude around May 16, 2019. The classes will meet twice a week, **Tuesday and Thursday evenings, at the Warren County Community Center, located at 538 Villa Ave., Front Royal, VA 22630**. Regular class sessions will begin promptly at **6:00 PM** and conclude at **9:00 PM** and participants are not allowed to miss more than three classes.

If you are interested in participating in our Master Gardener program, and are able to complete each phase of the training, please submit the attached application (4 pages). The tuition for the 2019 Master Gardener Training is \$225.00 and is due at the time of your interview on January 17<sup>th</sup>. Tuition covers *The Virginia Master Gardener Handbook*, 2019 VCE-Pest Management Guide, one soil test, class materials, background screening fee, and your first year of membership in the Northern Shenandoah Valley Master Gardener Association. Mailing instructions are on the last page of the application.

Early registration is encouraged as space is limited for the training. Please print the attached form, complete the information in its entirety (please print clearly) and **return no later than Thursday, January 10, 2019**. We look forward to working with you as part of the 2019 class.

Sincerely,



Mark Sutphin

Extension Agent

*Invent the Future*

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer.



Virginia Cooperative Extension

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## Extension Master Gardener Volunteer Application

VCE Unit Name: Northern Shenandoah Valley

Application Year: 2019

Unit Address: 107 N. Kent Street, Winchester, VA 22601

Applicant Last Name:

First Name:

### A. Contact Information

Address (Street, City, State, Zip)

Home Phone

Cell Phone

Work Phone

Email Address

Emergency Contact Name

Emergency Phone (Day)

Emergency Phone (Evening)

### B. Voluntary Disclosure

This information will be kept in a confidential manner and accessible only to authorized personnel. A "yes" answer does not automatically exclude you from volunteering for this unit of the Virginia Cooperative Extension Master Gardener Volunteer Program.

Have you ever had any criminal convictions including moving traffic violations? Yes  No

If "yes" to any question above, please describe:

I understand that criminal background screenings or reference checks may be conducted on me at any time during the application process or during volunteer service of Virginia Cooperative Extension (VCE).

Signature

Date

C. Availability	Please mark an "X" to indicate the days and times below that you are available for volunteer work.			
	Weekdays		Weekends	
	A.M.	P.M.	A.M.	P.M.
January - March				
April - May				
June - August				
September - October				
November - December				

D. Other Volunteer Experience
1.
2.
3.
4.
5.

E. Memberships in Horticultural or Conservation Organizations
1.
2.
3.
4.
5.

F. References
1. Name _____ Phone _____ Relationship _____
Address _____ Email _____
2. Name _____ Phone _____ Relationship _____
Address _____ Email _____

**G. Media Release Statement**

The Virginia Polytechnic Institute and State University/College of Agriculture and Life Sciences (CALs) periodically uses electronic and traditional media (e.g., photographs, video, audio footage, testimonials) for publicity and educational purposes. By my signature on this form, I acknowledge receipt of this document and give permission to the College of Agriculture and Life Sciences and its designee to use such reproductions for educational and publicity purposes in perpetuity without further consideration from me.

I understand that I will need to notify Virginia Tech/College of Agriculture and Life Sciences if any changes to my situation occur that will impact this media release permission.

PLEASE INITIAL: Yes  No

**H. Enrollment Agreement**

I am volunteering my time to further the educational purposes of Virginia Cooperative Extension (VCE). I agree to abide by all policies and procedures of VCE. I understand that VCE programs and employment are open to all; regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status or any other basis protected by the law. An equal opportunity/affirmative action employer. I hereby certify that all of the entries on this application are true and complete. I understand that any falsification of information herein constitutes cause for dismissal.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**I. Demographic Information (optional; for record keeping purposes only)**

- |  |   |
|--|---|
| <p>1. Gender</p> <p>___ Female</p> <p>___ Male</p>   | <p>2. Ethnicity</p> <p>___ Hispanic</p> <p>___ Not Hispanic</p>   |
| <p>3. Race</p> <p>___ African American</p> <p>___ American Indian</p> <p>___ Asian</p> <p>___ Caucasian (white)</p> <p>___ Other</p> | <p>4. I live:</p> <p>___ On a farm</p> <p>___ Rural area or town under 10,000 population</p> <p>___ Town or city of 10,000 to 50,000 population</p> <p>___ Suburb or city over 50,000 population</p> <p>___ City over 50,000 population</p> |
5. Highest level of education: \_\_\_\_\_

**VCE Internal Use Only**

Date volunteer application received: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Date of background screening: \_\_\_\_\_

Application requires further action: Yes  No

Applicant met qualifications? Yes  No

Date acceptance letter sent \_\_\_\_\_

Date rejection letter sent \_\_\_\_\_

Signature, VCE Representative \_\_\_\_\_ Date \_\_\_\_\_

## APPLICATION MAILING INSTRUCTIONS

Return a completed application to: VCE-Frederick, Attn: Mark Sutphin, 107 N. Kent Street, Winchester, VA 22601 or by email at [mark.sutphin@vt.edu](mailto:mark.sutphin@vt.edu). You must mail your application so that Mark receives it NO LATER THAN January 10, 2019. Receipt of an application does not automatically mean you are enrolled in the course. **Selection will be based on a review process, an interview, and your ability to successfully pass a background check.**

**Interviews will be conducted from 5:00pm to 8:00pm on Thursday, January 17, 2019 at Samuels Public Library: 330 East Criser Road, Front Royal, VA 22630.** Please ensure you are available for an information session and an interview on this date (if absolutely unavoidable, we will coordinate an alternate date). Your tuition fee of \$225.00 (made payable to "NSVMGA") will be due at the time of the interview. Should you be selected as a successful candidate for the course, you will be required to complete and pass a background screening by January 31, 2019. If you are not able to pass the screening, your tuition will be returned minus the \$9.95 screening fee.

**Please print this form, complete the information in its entirety (please print clearly) and return by Thursday, January 10, 2019.**