

Colorado Master Gardenersm Program
Colorado Gardener Certificate Training
Colorado State University Extension



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Colorado Gardener Certificate Training
2017 Application and Training Information

Thank you for your interest in the *Colorado Master Gardener Program* (CMG) and *Colorado Gardener Certificate Training*. Enclosed is information about the two programs and application materials.

Application deadline in Weld County: Friday - October 28th, 2016

Email application as attachment to: Amy Lentz at alentz@co.weld.co.us

Mail application to: Amy Lentz
525 North 15th Avenue
Greeley, CO 80631
(970) 400-2073

Training location: Larimer County Fairgrounds in Loveland or Island Grove Park, Greeley (depending on class date)

Training dates: January 13th through March 31st, 2017 on Fridays, 9 am to 4 pm

For additional information, contact: Amy Lentz
525 North 15th Avenue
Greeley, CO 80631
alentz@co.weld.co.us
(970) 400-2073

Tuition and Educational Materials

A textbook or printed information obtained online is required in one of the following forms. It is up to you to decide the form, acquire it prior to class and be prepared for class each day. Student options for course materials include the following:

1. Download and print the class materials and handouts from the Colorado Master Gardener website: www.cmg.colostate.edu/GardenNotesUpdate.shtml
Some counties may have wireless connectivity in the classroom if you do not wish to print the handouts, but prefer to view them online; please check with the local county for specifics.
2. The textbook is The Science of Gardening by Kendall Hunt Publishing: <http://www.kendallhunt.com/whiting/>

- Purchase print copy of the textbook from Kendall Hunt
- Electronic Delivery Ebook (permanent purchase) from Kendall Hunt
- Electronic Delivery Ebook (6 month purchase) from Kendall Hunt

	Tuition only
Colorado Master Gardener Program Volunteer Do not send payment, you will be billed if selected as a CMG volunteer.	\$170
Colorado Mater Gardener receiving Limited Income Scholarship Do not send payment. You will be billed if selected as a CMG volunteer and selected to receive a scholarship.	\$85
Colorado Gardener Certificate (non-volunteer) Send payment with registration form.	\$530

CMG / CGC Training

In Weld County, training is held on Fridays for 12 weeks, starting January 13th, 2017.

Class periods are 6-hours per day, 9 a.m. to 12 noon and 1 p.m. to 4 p.m. Classes are taught by CSU Extension campus-based and county-based faculty. Class information is focused toward the non-commercial, home gardener. Topics may include the following:

CMG Program – 1 hour online

- Plant Health Care and the Diagnostic Process (half day)
- How Plants Grow (basic botany) (full day)
- Soils, Soil Amendments, and Fertilizers (full day)
- Introduction to Plant Pathology (plant diseases) (full day)
- Introduction to Entomology (insects) (full day)
- Lawn Care and Diagnosing Lawn Problems (full day)
- The Science of Planting Trees and Tree Care (full day)
- Weed Management (full day)

To complete the 60 hours of classroom training, counties will schedule additional classes. Please see the 2017 schedule.

Participants are expected to attend the 60 hours of training. However, that is not always possible due to illness, family emergencies, and weather-related travel issues. When missing a class, the student is responsible for the content and should invest extra time with the study materials. Make-up of a class at another location/date is not an option. Some class units may be picked-up from ***CMG Online***.

To complete the training as a CMG Volunteer or *Colorado Gardener Certificate Student*, participants **must complete homework and attend at least nine out of ten class days.**

College credit is not available for CMG/CGC training, as the course does not have the routine exams and written assignments of a course for credit.

Colorado Gardener Certificate

Individuals interested in the Colorado Master Gardener training without a volunteer commitment may enroll for the coursework under the ***Colorado Gardener Certificate*** option. The course work is available for a higher fee in-lieu-of the return service.

Upon completion of the course, CGC students receive the ***Colorado Gardener Certificate***. However, without the volunteer commitment, participants do not become *Colorado Master Gardeners*.

The *Colorado Gardener Certificate* may be displayed in a place of business and used in business marketing. The *Colorado Gardener Certificate* is also given to CMG volunteers upon completion of the class and 50 hours minimum volunteer commitment.

To receive the *Colorado Gardener Certificate*, students must satisfactorily complete the CMG training (i.e., complete homework and attend at least 90% of classes). Participants are expected to attend all training sessions. However, that is not always possible due to illness, family emergencies, and weather-related travel issues. When missing a class, the student is responsible for the content and should invest extra time with the study materials.

Individuals not selected for the CMG volunteer program may enroll in the Colorado Gardener Certificate Training.

Tuition and Textbook

Tuition for the course as a *Colorado Gardener Certificate Student* (non-volunteer) is \$530 plus the text materials. Options for course materials include the following:

1. Downloading and printing classroom handouts and materials online at www.cmg.colostate.edu/GardenNotesUpdate.shtml
2. Purchase print copy of the textbook, *The Science of Gardening* by David Whiting, Kendall Hunt publishing
3. Purchase or rent (for 6 months) Ebook from Kendall Hunt Publishing. <http://www.kendallhunt.com/whiting/>

Scholarships are not available for CGC Students.

The CMG/CGC training is equivalent to a four-credit class. In comparison, tuition for an instate resident, undergraduate, four-credit class at CSU is \$1,885.

CGC Enrollment

To enroll in the *Colorado Gardener Certificate* training, send in the ***Colorado Gardener Certification Enrollment Form*** with the tuition (\$530). Space is limited and available on a first come (paying) basis.

The Colorado Master Gardenersm Program

Colorado Master Gardener (CMG) volunteers assist the county office of Colorado State University Extension to extend research-based information on home yard care and gardening into the community. *Colorado Master Gardeners* are involved in a wide variety of ways, including assisting with office phone calls and walk-in customers, staffing information booths and diagnostic clinics, writing for local newspapers, mentoring youth groups and community gardening and greening projects.

Colorado Master Gardeners enjoy sharing gardening knowledge and networking with other garden enthusiasts.

The title "*Colorado Master Gardener*" is a registered service mark of Colorado State University Extension. It may be used only in conjunction with official CSU Extension activities. It may not be used to infer credentials or otherwise imply endorsement of a private business. It may not be used on marketing materials of a business.

For additional background on the CMG program, refer to the web site at www.cmg.colostate.edu.

To become a "Colorado Master Gardener" participants must:

1. Apply to and be accepted into a county/area CMG program.
2. Training: Satisfactorily complete the CMG training course (i.e., completes homework assignments and attends at least 90% of class sessions).
3. Volunteer service: Continue the learning experience with 50 hours minimum return volunteer service in the county CMG program.

Individuals who fail to complete the volunteer work by October 31st will be billed \$15 for each uncompleted hour, up to a maximum of \$500.

After the training year, 24 hours minimum volunteer service and 12 hours of continuing education, per year, are required to continue in the program.

4. Turn in reports (processed on-line or by paper).

CMG Application Process

CMG programs operate at the county level, with primary support from the county government. Applicants should generally apply to their home county. In special situations (such as the work location versus the home location), a potential volunteer may apply to a neighboring county. However, it should be understood that counties give priority to county residents, being responsive to the local county budget and taxpayers. Applicants who apply to multiple counties will not be considered.

The program requires that the volunteer work be completed for the county/area program for which the applicant applied. For example, an application to the Weld County CMG program necessitates that the volunteer work be completed FOR the Weld County CMG program.

Extension programs are available to all without discrimination. Colorado State University does not discriminate based on race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.

Students requesting handicap accommodations should directly contact the *CSU Resources of Disabled Students Office* at 970-491-6385.

Steps in the CMG application process

1. **Contact your county office of CSU Extension** for program information and application form.

2. **Submit a completed CMG application form** by the application deadline. The application form asks for the following items:

- Background information on volunteer experiences
- Background information on gardening experience
- General availability for volunteer work (used by program coordinators to help connect CMG volunteers with projects)
- Interest in CMG projects
- Contact information for three references

The application includes a signed volunteer agreement committing the CMG volunteer to 50 hours minimum volunteer work in exchange for the training.

3. **Background Check** – Colorado State University requires background checks, including driver’s license checks, of all new volunteers. A criminal record or poor driving record does not bar an individual as a volunteer, but will be considered as it relates to the specifics of the volunteer position.

The potential volunteer receives an e-mail from the CSU Human Resources with a hotlink to the screening company, *HireRight*.

The volunteer logs into a secure site, enters their social security number, answers some questions about where they have lived, etc. and logs off. The university’s IT department has confidence in the security and confidentiality of the HireRight system.

HireRight conducts a national background check, including driver’s license check, and shares the results with CSU Human Resources. Applications cannot be accepted into the program until CSU Human resources give approval based on the background check.

If the applicant elects to ignore the email from CSU Human Resources or elects to not provide HireRight with the needed information, they also elect not be considered as a CSU volunteer.

If the applicant does not receive the email from CSU Human Resources with the link for HireRight within 3 BUSINESS DAYS of submitting your application, please call the

Extension Office so staff can check on the situation. (Depending on your email filters, it may be found in the junk mail box or blocked in your email system.)

If you do not have email, contact your County Extension Office to process the background check forms by mail.

4. **Preliminary screening** will begin with the application form. Primary consideration is based on:

- 1) Interest in volunteer work
- 2) Availability for volunteer work
- 3) People skills (i.e., ability to assist Extension in home horticulture educational efforts), and
- 4) Gardening experience.

Staff will send confidential reference letters or emails to the references listed on the application.

At least two must be returned before the applicant can be accepted into the CMG program.

5. **Interview** – Some counties invite applicants in for an informal interview giving the applicant a chance to learn more about the CMG Program and ask questions about training and volunteer work.

6. **Applicants will be advised if they were selected for the CMG Program.** In counties with a larger population base, significantly more people apply than can be accommodated. Applicants who are not selected as CMG volunteers may elect to enroll as *Colorado Gardener Certificate Students* (non-volunteer enrollment).

7. **Pay program fees** – If accepted into a local CMG Program, payment of program fees is the final enrollment step.

In summary, interested individuals apply to become a CMG volunteer representing CSU Extension. The decision to accept or not accept any individual as a CMG volunteers is the right of CSU Extension.

Additionally, CMG volunteers serve at the request of Colorado State University Extension. This request can be withdrawn at any time.

Tuition

Tuition as a CMG volunteer is \$170. Refer to details about class material options found earlier in this document.

In comparison, the Colorado Master Gardener/Colorado Gardener Certificate Training is comparable to a four-credit class. CSU Tuition for a four-credit class is \$1,885 plus fees and books.

Scholarships

Scholarships are available for individuals on limited incomes. (Refer to application for details.) **Fees for CMG Volunteers who are selected to receive a scholarship are \$85**, with the student purchasing or printing the textbook or class handouts.

A limited number of scholarships are available in a county. Selection of scholarship recipients will be based on CMG selection criteria.

As a CMG volunteer applicant, do not send fees with the application. If you are selected for the program, you will be billed.

2017 Application

Colorado Master Gardener Volunteer

Full legal name (first, middle, last): _____

Are you employed in the Green Industry?

Name you go by: _____

No

Yes; what is your job?

E-mail
(required): _____

Home:

Address: _____

Home Phone: _____

Cell Phone: _____

To apply as a Colorado Master Gardener volunteer, complete entire application, pages 1-7. Payment is not required until acceptance into the program.

To become a *Colorado Master Gardener Volunteer*, you must complete the following:

1. Apply to and be accepted into your local county/area CMG Program.
 - a. The application process includes background checks and reference letters; interviews may be required by some counties.
 - b. If accepted as a CMG Volunteer, pay fees.
2. Course work: Satisfactorily complete the CMG training course with 80% minimum class attendance and completion of homework assignments.
3. Volunteer Service: Continue the learning experience with 50 hours minimum volunteer service in the county/area CMG program by the end of the program year (October 31, 2017).
4. Record volunteer hours and educational training in the Volunteer Management System (VMS) program.

Section 1— Volunteer Experience

Briefly answer the following questions on an attached sheet of paper.

1. Describe your experience in volunteer programs (scouting, hospitals, senior centers, park districts, 4-H, schools, etc.).
2. Describe your experience in communications (electronic media, public speaking, writing, teaching, etc.).
3. Describe your experience working with specific audiences (youth, special needs, senior citizens, etc.).
4. Describe your experience with informal teaching. This includes mentoring, demonstrations, and/or presentations you have done.
5. Why do you want to become a *Colorado Master Gardener*? What do you see yourself doing as a *Colorado Master Gardener*?

Section 2 – Gardening Experience

6. How many years have you been actively gardening? _____
7. How many years have you been actively gardening in Colorado? _____

Briefly answer the following questions on an attached sheet of paper.

8. In one short paragraph, describe one of your gardening successes this past season.
9. In one short paragraph, describe one of your gardening challenges this past season and how you approached it.

10. Describe your areas of gardening expertise you can share with other gardeners.
11. Describe non-gardening related skills/talents that you could share with the CMG organization.
12. List formal education or training you have had in the area of horticulture / home gardening.

Section 3 – Emergency Contact, Photo Release, and Residency

14. Please provide emergency contact information for two individuals:

Name: _____

Relationship: _____

Phone numbers:

Home: _____

Cell: _____

Work: _____

Name: _____

Relationship: _____

Phone numbers:

Home: _____

Cell: _____

Work: _____

15. **Photo release** – Occasionally CMG volunteers may be photographed in CMG activities for use in program documentation and marketing. Photographs may be used in newsletters, newspapers, on web sites, and in other marketing and impact reports.

May we take your picture for program documentation and marketing purposes?

Yes No

16. **Residency**

In what county do you reside?

Since the local CMG program is primarily supported by county tax dollars, priority is generally given to county residents. Volunteer work must be done for and in behalf of the county/area program for which you apply. Applications to multiple programs are not accepted.

If you are applying to a program outside of your county/area of residency, please attach a statement explaining the situation.

Section 4 – Scheduling

17. Check the times that you are generally available for *Colorado Master Gardener* volunteer service. *Note: This does not commit you to any specific dates or times.*

	Daytime	Evenings
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Other comments about availability: _____

18. Please indicate the type of scheduling notice that fits your lifestyle:

- I need to schedule activities well in advance of the event.
- I am available on short notice, 1-7 days.
- I am available some days for emergency fill-ins.

19. What is your availability for attending the CMG Training Course?

- No conflicts (available for all class sessions)
- Limited conflicts (may be late or leave early some days)
- Moderate conflicts (may miss 1-2 class sessions)
- Major conflicts (may miss more than 2 days)

*Please explain any conflicts you foresee during training.

Section 5 – Volunteer Activity Interests

20. *Colorado Master Gardeners* do a variety of educational outreach activities in the community. The list below includes examples of these activities. Please check areas that you find most appealing.

Note: this does not commit you to any specific project, dates or times. Counties vary greatly in the CMG outreach offered locally. Some projects may be required by the county in which you apply.

- ___ **Phone inquires**
- ___ **Diagnostic Clinic** at the CSU Extension Office – assisting walk-in clients with samples and questions
- ___ **Teach** adult garden-related classes
- ___ **Write** for local newspapers
- ___ **Electronic media** – respond to e-mail inquiries and/or assist with web site development

Informational Booths

- ___ **Clinics** – staff informational and diagnostic clinics out in the community (for examples at garden stores) advising clients on gardening questions
- ___ **Fairs** – assist with county, or community fairs
- ___ **Farmers’ Market** – staff informational booth at local Farmers’ Markets

Community Gardening and Greening

- ___ Mentor a neighborhood group in community gardening/greening activities
- ___ Assist with planning, installation, and maintenance of a CMG demonstration garden or research plot

Youth Activities

- ___ Teach a gardening program in a school
- ___ Mentor a 4-H gardening program
- ___ Mentor a youth group in a community gardening or greening activity
- ___ **Other projects** (please describe)

Section 6 – Reference Information

21. **References** – Please list three people who are familiar with your character as it relates to volunteer work and working with youth and people with special needs. (Do not include family members.) References should have known you for at least two (2) years. Each will be contacted by email and asked to respond to a short questionnaire. All responses will be confidential.

Name: _____

Email address (required):

Street address: _____

City: _____

State & Zip Code: _____

Phone number: _____

Name: _____

Email address (required):

Street address: _____

City: _____

State & Zip Code: _____

Phone number: _____

Name: _____

Email address (required):

Street address: _____

City: _____

State & Zip Code: _____

Phone number: _____

Section 7 – CMG Volunteer Agreement

The intent of the following *Volunteer Code of Conduct* is to clarify relationships between the *Colorado Master Gardener Volunteer* and the Colorado Master Gardener Program of Colorado State University Extension. CSU Extension values the service of CMG volunteers and commits to do our best to make the volunteer service a productive and rewarding experience.

In applying to become a *Colorado Master Gardener Volunteer*:

- I understand that the decision to accept me or not accept me as a volunteer is the right of Colorado State University Extension. I understand, that in many counties, more individuals apply than the program can accommodate.
- I understand my acceptance into the Colorado Master Gardener Program commits me to 1) the Colorado Master Gardener Training, and 2) fifty hours minimum community volunteer service in the CMG program during the CMG activity year (ending October 31st, 2017).
- If I do not complete the 50 hours minimum volunteer service by October 31, 2017, I agree to reimburse Colorado State University Extension for the course work at the rate of \$15 per each uncompleted hour, to a maximum of \$500.
- I understand that Colorado State University conducts background checks on all volunteers. A criminal record will not necessarily bar me as a volunteer, but will be considered as it relates to the specifics of the

volunteer work. I understand that if I do not respond to the inquiry regarding background checks, my application will not be processed.

- I understand that volunteering for an organization is a privilege, not a right. If selected as a volunteer, I understand that I serve at the request of Colorado State University Extension and that the request can be withdrawn at any time.

In the capacity of a *CMG Volunteer*:

- I agree to cooperate with and support the local Extension Office staff and volunteers to jointly further the missions and objectives of Colorado State University Extension and the CMG Program which are found here: <http://www.ext.colostate.edu/mg/Gardennotes/014.html>
- I agree to comply with training, reporting, certification, annual renewal requirements and other program directives as delineated in CMG GardenNotes #014, *The Colorado Master Gardener Program*, available at <http://www.ext.colostate.edu/mg/Gardennotes/014.html> I understand this includes 24 hours minimum of approved volunteer service and 12 hours minimum of approved continuing education annually (unless special arrangements have been made, in advance, for *limited activity/inactive status*).
- I understand that the title “*Colorado Master Gardener*” may be used *only* in conjunction with official Colorado State University Extension activities. The title may not be used to build my personal credentials in a non-Extension activity. The title may not be used to associate the Colorado Master Gardener name with commercial products or give implied endorsements of any product or place of business.
- I agree to disseminate information without regard to race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.
- I agree to follow federal, state, county, Colorado State University and Extension

Office policies and regulations appropriate to my role as a volunteer (for example, comply with copyright law).

- I agree to provide research-based horticultural information endorsed and sanctioned by Colorado State University Extension or other research-based institutions.
- I understand the audience for CMG volunteers is non-commercial home gardeners. I understand that as a Colorado Master Gardener Volunteer it is not my role to advise commercial growers or green industry professionals; but rather to refer commercial clients to the appropriate agents.
- I understand that as a CMG volunteer, I may not give advice that would be considered by the client as legal or medical in nature. I understand that as a CMG volunteer, I do not discuss the following issues: hazard trees (potential tree failure concerns), poisonous plants and mushrooms, medical use of herbs (including growing and use of marijuana), pesticide toxicity, and the misuse of pesticides.
- In relation to pest management, I understand that it is the role of the CMG Program to provide clients with appropriate non-chemical and chemical alternatives; allowing the client to select methods in harmony with their values. Any reference to pesticide use must come directly from Extension print materials. All inquiries beyond the scope of Extension print materials will be referred to the Extension Agent. I understand that I do not discuss or make comments about the toxicity of organic or synthetic pesticides. Any inquiry about pesticide toxicity will be referred to the *National Pesticide Information Center*, found here: : <http://npic.orst.edu/>
- While performing my volunteer duties, I may apply only over the counter, “general use” pesticides. I will read and follow all label directions.

- I agree to consistently exhibit civility and courtesy in my behavior towards Extension staff, other volunteers and the public. I recognize that others may think and do things differently than what I personally prefer. When this happens, I will be respectful of their values and perspectives. I will avoid disrupting classes in any manner, including inappropriate comments, side conversations and excessive personal questions. I will not send inappropriate emails.
- I agree to refrain from using or possessing alcohol, marijuana, or illegal substances while participating in volunteer activities. Being under the influence of alcohol, marijuana or illegal substances during CMG service may result in termination as a CMG volunteer.
- I agree to provide my own transportation and pay my own expenses incurred as part of official volunteer activities. Expenses may be tax deductible with proper documentation (consult a tax advisor).
- I agree to comply with training, reporting, certification, annual renewal requirements, and other program directives as delineated in CMG GardenNotes #014, *The Colorado Master Gardener Program*, available at www.cmg.colostate.edu
- In support of the program operations, I agree to pay Annual CMG Fees, as assessed by the state and my local county program.
- I understand that the CMG email communication system (VMS) and membership lists are for internal business use only. I will not use it for commercial business or send spam type communications.
- As non-paid staff, I understand that I am not covered by CSU worker's compensation or other medical insurance.
- I understand that volunteering for an organization is a privilege, not a right. I understand that I serve at the request of

Colorado State University Extension and that the request can be withdrawn at any time.

I further understand that Colorado State University Extension will to the extent possible:

- Provide opportunities for my continual learning through volunteer activities, classes and workshops and online learning opportunities.
- Provide training, supervision, equipment, and direction to volunteers through the local Extension office.
- Communicate expectations and responsibilities of the program to volunteers.
- Uphold and cultivate a respectful relationship between staff and volunteers.
- Provide access to CSU Extension reference materials and professionals.
- Provide a safe working environment within the Extension office and at CMG events.
- Match volunteer skills and interests with volunteer opportunities within the local program.
- While serving in an official CMG capacity (preapproved by the local agent/CMG Program Leader), the University covers CMG volunteers with University liability insurance provided that the volunteer uses research based information and applies good judgment.

22. I accept and agree to follow the CMG Volunteer Code of Conduct as listed above.

- Yes
- No

Section 8 – OPTIONAL – Lower Income Scholarship at \$85 course fees

The *Colorado Master Gardener Program* offers scholarships based on household income (as outlined in the table below) reducing the CMG fees to \$85; numbers are based on the federal income eligibility guidelines. The number of scholarships available in a county is limited. Awarding of scholarships is based on CMG selection criteria.

<u>Household Size</u>	<u>Gross Annual Income</u>
1	\$21,590
2	\$29,101
3	\$36,612
4	\$44,123
5	\$51,634
6	\$59,145
7	\$66,656
8	\$74,167

- I apply for a CMG Reduced Fee Scholarship, certifying that my gross annual household income falls at or below the rate indicated in the table.

Section 9 – Signature

The information that I have provided may be verified by contacting persons or organizations named in the application, and I hereby release from liability any person or organization that provides information concerning me to the representatives of Colorado State University Extension.

In signing this application, I affirm that the information I have given herein is true and correct.

Signed: _____

Date: _____