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2016 Application Packet

Master Gardener Volunteer Program

Eau Claire County UW-Extension



Master Gardener Volunteers are trained to aid University of Wisconsin-Extension staff in providing research based horticulture information and programs with the community.



Acceptance into the program includes passing a background check, approval of application, and signing a volunteer agreement.

The 2016 training is designed to focus on current volunteer project needs including: summer youth garden program and Ask-A-Master-Gardener Booth. Other volunteer opportunities are available. An educational emphasis must be a component of a volunteer project.

Maintaining volunteer status with UW-Extension's Master Gardener Volunteer Program includes providing a minimum of 24 volunteer hours and 10 hours of continuing education.

- Every Thursday, 6pm - 9pm
- March 17 – May 19, 2016
- 1 Saturday May 28, 2016
- At the Eau Claire County UW-Extension Office, Altoona, WI
- 1 -2 assignments
- Cost: \$100
(limited number of scholarships available)
- Application deadline: February 29, 2016
- Send completed application to erin.lafaive@ces.uwex.edu or - Erin LaFaive, 227 1st St. West, Altoona, WI 54720



Application to Become an University of Wisconsin - Extension Master Gardener Volunteer

The main purpose of the Master Gardener (MG) training class is to prepare you to be an educator and extender of horticulture to the local community. In exchange for the training made possible through UW-Extension, and to become a Master Gardener Volunteer (MGV), you are required to complete volunteer service after the training.

The following steps are required to become a MGV:

- Complete the Master Gardener Volunteer Application Form.
- Complete the background check prior to the classroom training.
- Complete and sign the Volunteer Agreement prior to the classroom training.
- Pass a written examination.
- Complete a minimum of 24 hours of volunteer service within one year of completion of the classroom training.

To remain a Certified Master Gardener Volunteer in subsequent years there are annual volunteer and continuing education commitments (24 hours service and 10 hours continuing education).

I would like to become a Master Gardener Volunteer, representing UW-Extension, and request acceptance into the MG volunteer training program offered through my local county UW-Extension office.

Name (print) _____

Address _____

City _____ State _____ Zip code _____

County _____

Phone (home) _____

Phone (work) _____

E-mail _____

Signature _____ Date _____

Please return this application to the address listed on the accompanying letter.

MG Program Application

Please answer the following questions so we can match your talents to our volunteer needs. No experience is required, we simply want to know what your interests are. *Use another sheet of paper, if necessary.*

Why do you wish to become a Master Gardener? Are there any goals or ideas that you hope to accomplish or work toward as a Master Gardener Volunteer?

Please describe any special training, classes or experiences you've had in gardening/ horticulture.

Give us an idea of the scope of your gardening experiences (backyard, farming, community gardens) and also list areas of specialization or hobby (flowers, herbs, vegetables, pruning, etc.)

Please list and explain in some detail your volunteer or work experience with the community (schools, churches, senior citizens, youth, hospitals, halfway houses, etc.). Also list any group affiliations with garden clubs or service organizations.

Please list special skills that you can offer the MG program (such as computer skills, record keeping, public speaking, leadership, public relations, photography, artwork, construction etc.).

How did you learn of the Master Gardener program?



Consent For Background Check

Conducting a personal background check is a standard best practice of quality volunteer program management, especially when volunteers may work with youth or vulnerable adults. UW-Extension Master Gardener Volunteers (MGV) often have opportunities to conduct such work. Part of the MGV application process in Wisconsin includes conducting a criminal background check. Wisconsin statute 19.35(3) provides that most records maintained by state and local government agencies are open to the general public for inspection. All adult criminal records in the CIB database are included in the open record rule.

If you have had a recent background check through 4-H, you are exempt from an additional background check if your 4-H Agent signs the statement on the reverse of this form.

Please Note: A criminal record will not automatically disqualify an applicant. Determinations will be made on a case-by-case basis, with severity and when the incident occurred being considered.

County of training: _____

Full Legal Name:

first

middle

last

Sex: Male
 Female

Race*: White
 Black
 Asian or Pacific Islander
 American Indian or Alaskan Native

Ethnicity: Hispanic
 Non-hispanic

* Only those race codes listed are available for use. See reverse for detailed explanation of race codes.

Date of Birth: ____ / ____ / ____ Social Security Number: ____ - ____ - ____
(month / day / year)

List any other legal names you have been know by (including a maiden name; leave blank if none):

The exemption on the reverse of this form has been signed by the 4-H agent in my county.

I have lived at the same address for the last 3 years. If not, please complete the address history section on the reverse side of this form.

I certify that the above information is correct. I authorize the University of Wisconsin-Extension Master Gardener Program Office to contact the Department of Justice (or equivalent agency) in my state of residence to conduct a search of their adult criminal records and to release this information to the UW-Extension MG Program Office.

Volunteer Signature: _____ Date: _____

This form will be handled in a confidential manner.

Race Codes:

Criminal history inquiries use the same standard race codes used by criminal justice agencies when submitting criminal history information. These codes have been standardized by the Federal Bureau of Investigation. You may notice that Hispanic is not included in these codes. The FBI classifies Hispanic as an ethnic indicator, not a race. Hispanics should enter the race code most closely representing the individual. Ethnicity is recorded only for Civil Rights reporting purposes.

Those race codes are:

A	Asian or Pacific Islander	a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent or the Pacific Islands
B	Black	a person having origins in any of the black racial groups of Africa
I	American Indian or Alaskan Native	a person having origins in any of the original peoples of the Americas and who maintains cultural identification through tribal affiliations or community recognition
W	White	a person having origins in any of the original peoples of Europe, North Africa or Middle East
U	Unknown	

Exemption from Background Check

Individuals who have had a recent background check through 4-H can be exempted from an additional background check if this section is completed. Background checks from any other organizations will **not** be accepted.

I certify that _____ of _____ County successfully passed
Full name of applicant to MG Program Name of county
the background check required to become a 4-H Adult Leader in 200____.
year

4-H Agent Signature: _____ Date: _____

Address History

If you have not resided at the same address for the previous three (3) years, please provide the dates and address(es) where you lived during this time.

Dates	_____	Dates	_____	Dates	_____
Address	_____	Address	_____	Address	_____
City	_____	City	_____	City	_____
State	_____	State	_____	State	_____
Zip Code	_____	Zip Code	_____	Zip Code	_____

Families, individuals, and organizations trust the University of Wisconsin-Extension to provide quality leadership and care for those who are involved in Extension-sponsored programs. The opportunity to work as a volunteer with UW-Extension is a privileged position that should be held only by those who are willing to demonstrate behaviors that fulfill this trust.

All UW-Extension volunteers are required to complete the UW-Extension Youth Protection program. This includes: 1) a background check for arrest and conviction records, 2) participation in a volunteer orientation program, and 3) signing the Volunteer Behavior Expectations form. The primary purpose of this process is to ensure the safety and well-being of all participants (i.e., youth, adults, salaried and volunteer staff).

UW-Extension volunteers are expected to abide by the following behavior standards established by UW-Extension and to conduct themselves as positive role models for program participants. All UW-Extension volunteers are ultimately accountable to UW-Extension for their UW-Extension related activities.

As a UW-Extension volunteer, I will:

- Cooperate with and support UW-Extension staff to jointly further the mission of the UW-Extension.
- Accept supervision and guidance from UW-Extension staff or designated management volunteers.
- Conduct myself in a manner that is in the best interest of program participants and UW-Extension and will not use the volunteer position or title for purposes of private or personal gain.
- Use appropriate University research based resources/information.
- Make all reasonable efforts to ensure that programs are accessible to all individuals regardless of race, color, sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status.
- Abide by all local, state and federal laws and UW-Extension and U.S.D.A. rules, policies and guidelines.
- Conduct myself with courteous manners and language, exhibiting good sportsmanship, serving as a positive role model, treating others with respect, and demonstrating reasonable conflict resolution skills.
- Not consume or be under the influence of alcohol or illegal substances while in the role of a UW-Extension volunteer, nor allow youth participants under my supervision to do so.
- When transporting youth or adults, operate motor vehicles and other equipment in a safe and reliable manner and only with a valid operator's license and the legally required insurance. I will comply with all motor vehicle-related state regulations and laws.
- Treat animals in a humane manner and teach program participants to provide appropriate animal care and management.
- Report suspected verbal, sexual, physical abuse and neglect of youth to local authorities.
- Not conceal carry firearms and/or weapons while acting in a volunteer role. I understand that if I am a 4-H Youth Development shooting sports volunteer, I am expected to openly carry/transport 4-H shooting sports equipment in designated areas.
- Immediately notify my county UW-Extension Educator/Agent of any changes with my status (e.g. contact information, criminal arrest, charge or conviction history, driving privileges, etc.)

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

_____	_____
Volunteer Printed Name	County
_____	_____
Volunteer Signature	Date

The county UW-Extension office receives one signed copy and the volunteer receives one copy.