

*Colorado Master Gardener<sup>SM</sup> Program*  
*Colorado Gardener Certificate Training*  
Colorado State University Extension



**Extension**

*Colorado Master Gardener<sup>SM</sup> Program*  
*Colorado Gardener Certificate Training*

## **2011 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 Archuleta County: Friday, December 10, 2010**

**Send application to: Archuleta County Extension**

Attn: Kim Vernon

P.O. Box 370

Pagosa Springs, CO 81147

Fax: (970) 264-5934

E-mail: [coopext\\_archuleta@mail.colostate.edu](mailto:coopext_archuleta@mail.colostate.edu)

**Training location:**

**Archuleta County Extension** - 344 Highway 84 - Pagosa Springs, CO (via Breeze Distance Ed)

**La Plata County Extension** - 2500 Main - Durango, CO (hands-on class on specific dates)

**Training dates & times:** Thursdays - January 27 through March 31, 2011

Class periods are 6-hours per day, 9:00 a.m. to 12 noon and 1:00 p.m. to 4:00 p.m.

**Tuition and Program Fees:**

**Colorado Master Gardener Program (volunteer service) fees: \$195**

Do not send payment, you will be billed if selected as a CMG volunteer

**Colorado Gardener Certificate (non-volunteer) tuition and fees: \$550**

Send payment with application

For additional information, contact Kim at the Archuleta County Extension Office at (970) 264-5931 or via e-mail at [coopext\\_archuleta@mail.colostate.edu](mailto:coopext_archuleta@mail.colostate.edu) (Subject: Master Gardener)

## 2011 CMG/CGC Training Archuleta County – Thursdays

Date	Class Schedule
Jan 27	<b>CMG and Diagnostics</b> David Whiting
Feb 3	<b>How Plants Grow</b> Linda McMulkin
Feb 10	<i>Hands On Class in La Plata County</i> <b>Soils, Fertilizers and Soil Amendments</b> Darren Parmenter and Tom Hooten
Feb 17	<b>Plant Pathology</b> Mary Small
Week of February 22-25	<b>Entomology</b> - Locations and days to be determined Whitney Cranshaw
Mar 3	Morning - <b>Lawn Care</b> by Tony Koski Afternoon – <b>Native Plants</b> by Laurel Potts
March 10	<i>Hands On Class in La Plata County</i> <b>Vegetables</b> Darrin Parmenter
Mar 17	<b>Water Wise Landscape Design</b> David Whiting
Mar 24	Morning - <b>The Science of Planting Trees</b> Afternoon - <b>Identifying Trees and Shrubs</b> Alison O'Connor
Mar 31	Tentatively Scheduled Local Programming <ul style="list-style-type: none"> <li>• CMG Orientation Session</li> <li>• Weed &amp; Pest Management</li> <li>• Vermiculture &amp; Organic Gardening</li> <li>• Common Insects &amp; Diseases of Trees</li> <li>• Extending the Growing Season</li> </ul>

## CMG / CGC Training

In Archuleta County, training is held on Thursdays beginning on Thursday, January 27 through Thursday, March 31. Classes are delivery to the local County Extension Office via Distance Education technology using Adobe Connect Software. This allows visual communication and two way audio communications between the instructor and local classes. Multiple counties are connected to the system for a class. The interactive curriculum is designed with time for local discussion, small group discussion and lab-type activities.

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. The course includes 60 hours (10 weeks) of class sessions. Classes for 2011 include the following:

- CMG Program, Overview [half day]
- Plant Health Care and the Diagnostic Process [half day]
- How Plants Grow [full day]
- Soils, Amendments, Fertilizers [full day]
- Plant Pathology (plant diseases) [full day]
- Entomology (insects) [full day] – on-site instructor at multi-county locations.
- Vegetables [half day]
- Native Plants [half day]
- Weed Management [full day]
- Water Wise Landscape Design [full day]
- The Science of Planting Trees [half day]
- Identifying Trees and Shrubs [half day]
- Lawn Care [half day]
- Local program option [half day]

To complete the training as a CMG Volunteer or for the *Colorado Gardener Certificate*, students must complete homework and attend at least 80% of the class sessions. 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.

### *Colorado Gardener Certificate*

Individuals interested in the CMG training without a volunteer commitment may enroll for the coursework under the *Colorado Gardener Certificate, CGC*, training 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*. The *Colorado Gardener Certificate* may be displayed in a place of business and used in business marketing. The *Colorado Gardener Certificate* is also available to CMG volunteers upon completion of the class and 50 hours minimum volunteer commitment.

CGC Students (non-volunteers) may not use the term *Colorado Master Gardener*. It used only to identify volunteers serving in Extension outreach activities. Individuals, who were not selected for the CMG volunteer program, may enroll as a *Colorado Gardener Certificate* student.

## Fees

Cost for the *Colorado Gardener Certificate* training is \$550 *tuition* and class fees. Scholarships are not available for CGC Students.

## CGC Enrollment

To enroll in the *Colorado Gardener Certificate* training, send in the completed first page of the application form (only) with the tuition and program fees. Space is limited and on a first come (paying) basis.

## The Colorado Master Gardener<sup>sm</sup> Program

*Colorado Master Gardener, CMG*, volunteers assist the county office of Colorado State University Extension to extend knowledge-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, and 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](http://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 as described above.
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 December 31<sup>st</sup> will be billed \$14 for each uncompleted hour, up to a maximum of \$400.  
After the training year, 24 hours minimum volunteer service is required to continue in the program.
4. Turn in reports.

## 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 Boulder County CMG program necessitates that the volunteer work be completed FOR the Boulder County CMG program. Neighboring counties (like Boulder,

Broomfield, and Gilpin) often collaborate on CMG outreach efforts.

Since the applicant needs county specific information regarding the CMG program, CMG applications are NOT available on the web. Contact your local CSU Extension office.

Extension programs are available to all without discrimination. Selection is not based on race, age, color, religion, national origin, gender, disability, sexual orientation, or veteran status, disability or handicap.

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 gardening experience
  - Background information on volunteer experiences
  - 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 contract 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 volunteers. A criminal record or poor

driving record does not bar you 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've lived, etc. and logs off. The university's IT people have 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. If a potential volunteer elects not provide HireRight with the needed information, they also elect not to become a volunteer for CSU.

If you do not have email, contact your County Extension Office to process the information request by mail.

4. **Preliminary screening** will be off 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.

The *Colorado Gardener Certificate* option (to participate in the class for a higher fee without any volunteer commitment) provides educational opportunities for those not interested in or available for volunteer work.

Without fundamental gardening experience, it is unreasonable to expect that someone will develop the background and knowledge base required to work with our clientele by just attending the training.

Staff will send confidential reference letters 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 will invite applicants in for an informal interview or orientation session, giving the applicant a chance to learn more about the CMG Program and ask questions about training and volunteer work. Some counties include a written exam in the application process.
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 enrollments).
7. **Pay program fees** – If accepted into a local CMG Program, payment of program fees is the final enrollment step.

Correctly stated, 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...

### **CMG Fees**

**Program fees in Archuleta County are \$190.**

Program fees include the CMG Training Manual (*CMG GardenNotes*) and other training handouts and worksheets, instructor's travel expense, lab supplies, program development fees, and other local program delivery costs.

Scholarships are available for individuals on limited incomes. Refer to the CMG application form for details.

Do **not** send fees with the application. If you are selected for the program, you will be billed. Fees must be paid at least 14 day prior to the starting of class or enrollment will be cancelled.

# Application – 2011

Full legal name: \_\_\_\_\_

Name you go by: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Work:

(List only if you may receive personal calls/fax at work.)

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Are you employed in the Green Industry?

No

Yes, if yes, what is your job?

Check the box next to your application type:

**Colorado Master Gardener<sup>SM</sup> Volunteer**

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.
2. Course work: Satisfactorily complete the CMG training course with 80% minimum class attendance.
3. Volunteer Service: Continue the learning experience with 50 hours minimum volunteer service in the county/area CMG program.
4. Turn in reports

To apply as a volunteer in the *Colorado Master Gardener Program* submit a completed application form (including reference names) by the application deadline. **Do NOT send fees.** You will be billed if selected for the program.

**Colorado Gardener Certificate Training (non-volunteer)**

- For individuals interested in the *Colorado Master Gardener* training course without a volunteer commitment (i.e., without becoming a *Colorado Master Gardener*), the class work is available for a higher fee in-lieu-of the return service.
- To receive the *Colorado Gardener Certificate*, participants must attend 80% minimum of the classes.

To register for the *Colorado Gardener Certificate* training, complete the first page only and send with a \$550 check to cover class *tuition AND program fees*. Space is limited on a first pay basis.

**Sections 1 to 7 must be completed for application to the Colorado Master Gardener Program.**  
Only the first page is needed to register as a Colorado Gardener Certificate (non-volunteer) student.

**Section 1 – Gardening Experience**

1. How many years have you been actively gardening? \_\_\_\_\_
2. How many years have you been actively gardening in Colorado? \_\_\_\_\_

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

3. In one short paragraph, describe one of your gardening successes this past season.
4. In one short paragraph, describe one of your gardening challenges this past season.
5. Describe your areas of gardening expertise you can share with other gardeners.
6. Describe one, non-gardening related, skill that you are proficient in that you could share with the CMG organization.
7. List formal education or training you have had in the area of horticulture / home gardening.
8. Describe a major challenge faced by the gardening public in Colorado.

**Section 2 – Volunteer Experience**

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

9. Describe your experience in volunteer programs (4-H, schools, etc.)
10. Describe your experience in communications (public speaking, writing, teaching, etc.)
11. Describe your experience working with specific audiences (youth, disabled, senior citizens, etc.)

**Section 3 – Emergency Contact Information, Photo Release, and Residency**

12. Please provide emergency contact information:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone numbers: Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

13. **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

14. **Residency**

In what county do you reside? \_\_\_\_\_

Since the local CMG program is primarily supported by county tax dollars, priority is generally give 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 acceptable.

If you are applying to a program outside of your county/area of residency, please explain the situation?

\_\_\_\_\_  
\_\_\_\_\_

**Section 4 – Scheduling**

15. Indicate times you are generally available and not available for *Colorado Master Gardener* volunteer service by:

- Placing an **A** for times you are generally available, OR
- Placing an **N** for times you are generally not available, (for example, work schedule).

Note: This does not commit you to any specific date. It is used to help coordinators connect volunteers with projects.

	Daytime	Evenings
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

16. Please indicate the type of scheduling notice that fits your lifestyle: (This information helps program coordinators connect volunteers with projects.)

- 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.

17. 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)

**Section 5 – Volunteer Activity Interests**

18. *Colorado Master Gardeners* do a variety of educational outreach activities in the community. The list below includes examples of these activities. Please check three (only 3) areas that you find most appealing.

Note: this does not commit you to any specific project, dates or times. It is used to help coordinators connect volunteers with projects.

- \_\_\_ **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 inquires 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 – CMG Commitment

- 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 service in the CMG program during the CMG activity year (ending December 31<sup>st</sup>).
- If I do not complete the 50 hours minimum volunteer service by December 31<sup>st</sup>, I agree to reimburse the Colorado State University Extension for the course work at the rate of \$14 per each uncompleted hour, to a maximum of \$400.
- I understand that the titles “*Colorado Master Gardener*” and “*Colorado State Master Gardener*” maybe used only in conjunction with official Colorado State University Extension activities.
- I understand that as a CMG volunteer I may not give advice that could be considered by the client as legal or medical in nature. I understand that I may not discuss questions related to the following issues with clients: hazard trees (potential tree failure concerns), poisonous plants, medical use of herbs, 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 the use of organic and manufactured pesticides (insecticides, fungicides and herbicides) must come directly from Extension print materials. All inquires beyond the scope of Extension print materials will be referred to the Extension Agent.
- I agree to follow policies and procedures of the Colorado State University Extension, *Colorado Master Gardener Program*. I understand that services provided by CMG volunteers are for non-commercial home gardeners only.
- In applying to become a CMG 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 accommodated.
- If selected as a volunteer, I understand that I serve at the request of the Colorado State University Extension and that the request can be withdrawn at any time.
- 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 position for which I have applied.
- The information that I have provided may be verified by contacting persons or organizations named in this 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 \_\_\_\_\_

**Part two – Confidential Sections**

Name: \_\_\_\_\_

Note: This section of the application will be review only by CSU Extension staff.

**Section 7 – Reference and Background Information**

**18. Residence (for last 5 years)**

Dates: From: \_\_\_\_\_ To: present

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

**19. Background check**

a. Have you ever been convicted of a criminal offense?  No,  Yes (If yes, explain)

\_\_\_\_\_  
\_\_\_\_\_

A criminal record will not necessarily bar an individual as a volunteer, but it will be considered as it relates to the specifics of the volunteer positions and activities.

b. Other than the above, is there any fact or circumstances involving you or your background that would call into question your suitability to serve as a volunteer working with other adults or youth?

No,  Yes (If yes, explain.)

\_\_\_\_\_  
\_\_\_\_\_

20. **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 letter and asked to respond to a short questionnaire. All responses will be confidential.

Name	Complete Mailing Address	Phone Number

**Lawful Presence**

Under Colorado law (House Bill 1023), proof of lawful presence in the United States is required for reduced fees in state funded programs. This is done by completing this affidavit and showing an approved form of identification (listed below) to appropriate staff.

**AFFIDAVIT**

I, \_\_\_\_\_, swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

- I am a United States citizen, or
- I am a Permanent Resident of the United States, or
- I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for a state benefit from Colorado State University. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a state benefit is fraudulently received.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Individual's Social Security Number:  
\_\_\_\_\_

Individual's Full Legal Name (please print):  
\_\_\_\_\_

**Office use only**  
**Approved forms of ID**

Check the form of ID used.  
(Note: no other forms of ID are acceptable)

- Colorado Driver's License
- Colorado Identification Card issued by Department of Motor Vehicles
- United States military card
- United States military dependent identification card
- United States Coast Guard Merchant Mariner card
- Native American tribal document
- U. S. Passport
- Out-of-state driver's license

**Section 8 – OPTIONAL – Lower Income Scholarships**

The *Colorado Master Gardener Program* offers reduced fees scholarships based on household income, as outlined in the table below. Scholarships reduce the program fees by 50%. Scholarships are not available to students in the *Colorado Garden Certificate* enrollment option.)

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

<u>Household Size</u>	<u>Maximum Gross Annual Income</u>
1	\$21,660
2	\$29,140
3	\$36,620
4	\$22,050
5	\$44,100
6	\$51,580
7	\$59,060
8	\$66,540

Signature: \_\_\_\_\_

Date: \_\_\_\_\_