

Dear Colorado Master Gardener Applicant:

Thank-you for your interest in the Colorado Master Gardener program that will be taking place in Gunnison County this winter and spring. Colorado Master Gardener training in our community this year will be tailored specifically to gardening in mountain communities and will feature teachers from around the state who are experts in horticulture and related fields.

Technology advances now allow us to deliver Master Gardener training with content specific to conditions in mountain communities and with classes presented by experts from throughout the state. The classes will be held locally using live and interactive video, audio and graphic links. A local coordinator will be on site to assist with demonstrations and hands on exercises. Participants will interact with presenters and other students in mountain communities around Colorado and will view the presentation materials on a large screen. This technology allows Colorado State University Extension to deliver classes locally in Gunnison County without the need for extensive student or instructor travel.

The 50 hour volunteer commitment of Colorado Master Gardener trainees allows us to offer this program at a reduced cost of \$170. Upon completion of the 10 week training program, Colorado Master Gardener Trainees will create and undertake community volunteer projects designed to allow them to share their horticultural expertise and to promote research-based gardening practices in the Gunnison County community. Upon completion of training and volunteer hours, trainees receive certification as Colorado Master Gardeners.

Some participants choose to waive the 50 hour volunteer commitment and to participate only in the training portion of the program. In this case, participants will not receive certification as Colorado Master Gardeners, but will instead receive the Colorado Gardener Certificate. This option is available for \$500.

Below you will find the preliminary schedule for the training sessions and an application for this year's Master Gardener program. Feel free to call the Extension Office at 641-1260 with any questions you may have.

Colorado Master Gardener<sup>sm</sup> Program  
 Colorado Gardener Certificate Training  
**2010 Training Schedule**  
 As of 1/5/2010-- subject to change without notice



**Option #2: Daytime Classes, Thursdays from 9AM-4PM, January 21 through March 25**

<b>Thursdays – Distance Education – 9 am to 4 pm</b> Archuleta, La Plata and Montezuma Chaffee, Eagle, Fremont, Gunnison, San Luis Valley, Teller Not participating: Routt, San Miguel, Summit Program delivered with <i>Abode Connect Professional</i> technology	
January 21 – morning – via DE <b>CMG Overview</b> David Whiting	January 21– afternoon – via DE <b>Plant Health Care and Diagnostics</b> David Whiting
January 28 – via DE <b>How Plants Grow</b> Joanne Jones	
Feb 4 via DE <b>Tree Planting</b> Alison Stoven	Feb 4 <b>Identifying Trees and Shrubs</b> Alison Stoven
February 11 via DE <b>Soils, Fertilizers and Soil Amendments</b> Kurt Jones	
February 18 – via DE <b>Plant Pathology</b> Mary Small	
<b>Entomology with Dr. Whitney Cranshaw</b> Tuesday, February 23 in Eagle Wednesday, February 24 in Salida Thursday, February 25 in Durango	
March 4 – morning – local sites via DE <b>Diagnosing Insects and Diseases of Trees</b> David Whiting	March 4– afternoon –local sites via DE <b>Diagnosing Abiotic Tree Disorders</b> David Whiting
March 11 – morning – local sites via DE <b>Pruning</b> David Whiting OR Vegetables (Darrin Parmenter) in Durango	March 11 – afternoon – local sites via DE <b>Lawn Care</b> Tony Koski OR Vegetables (Darrin Parmenter) in Durango
March 18 – morning <b>Mountain Gardening</b> Irene Shonle	March 18 – afternoon – local sites via DE <b>Vegetables</b> Darrin Parmenter OR Pruning (local presenter) in Durango
March 25 – local sites via DE <b>Water Wise Landscape Design</b> David Whiting	

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



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

## **2010 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 Gunnison County: December 1, 2009**

**Send application to: CSU Cooperative Extension of Gunnison County**  
275 S. Spruce St.  
Gunnison, CO 81230

**Or e-mail application as an attachment to:**  
[gunnison@mail.ext.colostate.edu](mailto:gunnison@mail.ext.colostate.edu)

**Training location: Gunnison County Fairgrounds – 275 S. Spruce St. in Gunnison**

**Training dates:**  
Thursdays from 9AM-4PM from January 21-March 25

**For additional information, contact: 641-1260 or e-mail: [gunnison@mail.ext.colostate.edu](mailto:gunnison@mail.ext.colostate.edu)**

## The Colorado Master Gardener Program

*Colorado Master Gardener, CMG*, volunteers assist the county office of CSU 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 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 course (i.e., pass exams and attend at least 80% of the class sessions). 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 exams, and

should make-up the training to the extent possible.

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, 2010 will be billed \$10 for each uncompleted hour, up to a maximum of \$300.

After the training year, 24 hours minimum volunteer service is required to continue in the program.

4. Turn in reports.

### CMG Training

Live, web-based classes are taught by CSU Extension campus-based and county-based faculty. Class information is focused toward the non-commercial, home gardener. Topics include the following:

- Colorado Master Gardener Program, Overview
- Plant growth and plant identification
- Soils, soil amendments, and fertilizers
- Insect ID
- Plant pathology (plant diseases)
- Lawn care
- Selection and planting trees and shrubs
- Diagnosing tree disorders
- Irrigation management and water-wise gardening
- Other topics (such as, herbaceous plants, vegetables, small fruits, tree fruits, native plants, and weed management) may be added locally.

## 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 most 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 Gunnison County CMG program necessitates that the volunteer work be completed FOR the Gunnison County CMG program.

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 the Gunnison County office of CSU Extension** (641-1260) 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
  - Background information on volunteer experiences
  - General availability for volunteer work (used by program coordinators

to help connect CMG volunteer with projects)

- Interest in CMG projects
- Criminal background information (if applicable)
- 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. Some counties also require a criminal background check of potential volunteers.

3. **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 Cooperative 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 a confidential reference letter to the references listed on the application. At least two must be returned before the applicant can be accepted into the CMG program.

4. **Interview** – Most counties will 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. Some counties include a written exam in the application process.

5. **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).
6. **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. Reasons why an individual was or was not selected may or may not be given.

Additionally, CMG volunteers serve at the request of Colorado State University Extension. This request can be withdrawn at any time for any reason or no reason.

## **Fees**

**Program fees in Gunnison County are \$170.**

Program fees include the CMG Reference Books (CSU Extension home garden related fact sheets, CMG fact sheets and other training materials), other 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 7 days prior to the starting of class or enrollment will be canceled.

## Colorado Gardener Certificate Training

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*. However, without the volunteer commitment, participants do not become *Colorado Master Gardeners*.

To receive the *Colorado Gardener Certificate*, students must satisfactorily complete the CMG training (i.e., pass exams and attend at least 80% of the class sessions). 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 exams, and should make-up the training to the extent possible.

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.

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

### **Fees**

Cost for the Colorado Gardener Certificate training is \$300 *tuition* PLUS program fees of \$200 for a total of \$500.

### **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. In some locations space is limited and on a first come (paying) basis.

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



# Application

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

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

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

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

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

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

\_\_\_\_\_

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

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

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Check the box next to your application type:

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

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

1. Apply to and be accepted into a county/area CMG Program.
2. Course work: Satisfactorily complete the CMG training course (pass exams and 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 December 1, 2009. **Do NOT send**

**fees.** You will be billed if selected for the program.

**Colorado Gardener Certificate Training**

- 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 class work and pass exams.

To register for the *Colorado Gardener Certificate* training, complete the first page only and send check to cover class *tuition AND program fees* (\$500).

**Sections 1 to 7 must be completed for application to the Colorado Master Gardener Program.**

Only the first page is needed to register for the Colorado Gardener Certificate or CE staff inservice.

**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. Describe one of your gardening successes this past season.
4. Describe one of your gardening challenge this past season.
5. Describe your areas of gardening expertise you can share with other gardeners.
6. List any formal education or training you have had in the area of horticulture / home gardening.
7. 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.**

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

*Section 3 – Scheduling*

11. 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		

12. 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.

13. Colorado Master Gardener Training – *Colorado Master Gardeners* 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 Master Gardener is responsible for the content and quizzes, and should make-up the training to the extent possible. Completion of the course work requires 80% minimum attendance.

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 4 – Volunteer Activity Interests

14. *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 use to help coordinators connect volunteers with projects.

- Phone inquires**
- Diagnostic Clinic** at the Extension Office – assisting walk-in clients with samples and questions.
- Teach** adult garden-related classes in the community

- Write** for local newspapers or publications
- Electronic media** – respond to e-mail inquires and/or assist with web site development
- Horticulture Therapy** – Mentor a youth/adult with special needs, in a one-to-one or small group setting

#### 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, state, or community fairs
- Farmers’ Market** – staff informational booth at local Farmers’ Markets

#### Community Gardening and Greening

- Work with a neighborhood group in a community gardening/greening activity
- Mentor a neighborhood group in planning, planting and maintaining a community gardening or greening project
- 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 group on a gardening related project
- Work with youth in a community gardening or greening activity
- Mentor a neighborhood youth group in planning, planting and maintenance of a community gardening or greening project
- Other projects** (please describe)

## Section 5 – References and Background

15. 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

16. **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.

<i>Name</i>	<b>Complete Mailing Address</b>	<b>Phone Number</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

17. Additional information:

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

**Section 6 – OPTIONAL – Limited Income Scholarships**

The *Colorado Master Gardener Program* offers reduced fees scholarships based on household income, as outlined in the table to the right. 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 household income falls at or below the rate indicated in the table.

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

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

## Reduced Fee Scholarships

If the monthly gross household incomes is at or below this amount, the participant qualifies for a “reduced-fee scholarship”.

Household Size	Maximum Gross Monthly Income
1	\$1,366
2	\$1,841
3	\$2,316
4	\$2,790
5	\$3,265
6	\$3,740
7	\$4,215
8	\$4,690

**Section 7 – 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 September 30<sup>th</sup>).
- If I do not complete the 50 hours minimum volunteer service by September 30<sup>th</sup>, I agree to reimburse the Colorado State University Cooperative Extension for the course work at the rate of \$10 per each uncompleted hour, to a maximum of \$300.
- I understand that the title “*Colorado Master Gardener*” maybe used only in conjunction with official Colorado State University Cooperative Extension activities.
- I agree to follow policies and procedures of the Colorado State University Cooperative Extension, *Colorado Master Gardener Program*.
- 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 CSU Cooperative Extension. Reasons why I am or am not accepted may or may not be disclosed. I understand, that in many counties, more individuals apply than the program can accommodate.
- If selected as a volunteer, I understand that I serve at the request of the Colorado State University Cooperative Extension, and that the request can be withdrawn for any reason or no reason at any time.
- 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 CSU Cooperative Extension.

- A criminal record will not necessarily bar me as a volunteer, but it will be considered as it relates to the specifics of the volunteer positions and activities.
- In signing this application, I affirm that the information I have given herein is true and correct.

Signed: \_\_\_\_\_

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

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Colorado State University, U.S. Department of Agriculture and Colorado counties cooperating. Extension programs are available to all without discrimination.