

Colorado Master Gardenersm Program
Colorado Gardener Certificate Training

2012 Application and Training Information

Thursdays, Distance Education Class

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 2, 2011

Send application to:
Gunnison County Extension
275 S. Spruce St.
Gunnison, CO 81230

Training location:
Fred Field Building Conference Room
275 S. Spruce St.
Gunnison, CO 81230

Training dates:
January 26 thru March 29, 2012

Tuition and Program Fees:
For applicants who agree to commit to 50 hours of volunteer service, participation costs \$200, which covers the cost of training and materials. If you wish to waive the 50 hour volunteer commitment and to participate only in the 10 week training portion of the program; cost will be \$575.

Colorado Master Gardener Program (volunteer service) fees:
Do not send payment, you will be billed if selected as a CMG volunteer

Colorado Gardener Certificate (non-volunteer) tuition and fees: \$575
Send payment with application

For additional information, contact:

CMG / CGC Training

In Gunnison County, training is held on Thursdays starting Thursday, January 26 through March 29. Class periods are 6-hours per day, 9 a.m. to 12 noon and 1 p.m. to 4 p.m.

Classes are delivered 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. Some classes are taught locally by county Extension staff and Green Industry personnel.

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 66 hours (10 weeks) of class sessions. Classes for 2012 include the following:

- CMG Program, Overview [half day]
- Plant Health Care and the Diagnostic Process [half day]
- How Plants Grow [full day]
- Soils, Soil Amendments, and Fertilizers [full day]
- Plant Pathology (plant diseases) [full day]
- Entomology (insects) [full day]

- Mountain Gardening [half day]
- Herbaceous Plants [half day]
- Water Wise Landscape Design [full day]
- Lawn Care [half day]
- The Science of Planting Trees [half day]
- Weed Management [full day]
- Vegetables [half day]
- Small Fruits [half day]
- Lawn Care [half day]
- Local program option [half day]
- CMG Volunteer Orientation [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 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. Make-up of a class at another location/date is not an option.

For additional information on CMG/CGC Training, refer to the Colorado Master Gardener website at www.cmg.colostate.edu, or contact the county CSU Extension office.

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, CGC*, 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 available 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 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 should invest extra time with the study materials.

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

Tuition and Fees

Cost for the *Colorado Gardener Certificate Training* is \$575 tuition and class fees. Scholarships are not available for CGC Students.

The CMG/CGC training is equivalent to a four credit hour course. In comparison, tuition for an in-state resident, undergraduate, four-credit class is \$1276, plus books and fees.

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.

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 Gardenersm 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.

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., complete homework assignments 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 should invest extra time with the study materials.

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 \$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 (processed on-line).

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 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'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. 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 to become a volunteer for CSU.

If you do not receive the email from CSU Human Resources with the link for HireRight within 3 weeks of submitting your application, please call the Extension Office so they can check on the situation.

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

Program fees in Gunnison County are \$200 if you commit to the 50 hours of volunteer time. If you would like to waive the 50 hours volunteer work fees will be \$575.

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

Scholarships are available for individuals on limited incomes. **Fees for CMG Volunteers who are selected to receive a scholarship are \$120.** Refer to the CMG application form for details. A limited number of scholarships are available in a county. Selection of scholarship recipients will be based on CMG selection criteria, including 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 CMG/CGC training is equivalent to a four credit hour course. In comparison, tuition for an instate resident, undergraduate, four-credit class is \$1276, plus books and fees.

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.

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.

Colorado Master Gardenersm Program
Colorado Gardener Certificate Training
Colorado State University Extension
Application – 2012



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 Gardenersm 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 \$575 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 – 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, disabled, senior citizens, etc.)
 4. Describe your experience with informal teaching. Including mentoring, demonstrations, presentations you have done.
 5. Why do you want to be 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.
 10. Describe your areas of gardening expertise you can share with other gardeners.
 11. Describe one, non-gardening related, skill that you are proficient in that you could share with the CMG organization.
 12. List formal education or training you have had in the area of horticulture / home gardening.
 13. Describe a major challenge faced by the gardening public in Colorado.
-

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

14. Please provide emergency contact information:

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 acceptable.

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

Section 4 – Scheduling

17. 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		

18. 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.

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)

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 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 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 October 31st).
- If I do not complete the 50 hours minimum volunteer service by October 31st, 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, medical 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 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. If I do not respond to the inquiry regarding background checks, my application will not be processed.
- 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

21. 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

22. 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.)

23. 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 at \$120 course fees.

The *Colorado Master Gardener Program* offers reduced fee scholarships based on household income, as outlined in the table below. The number of scholarship available in a county is limited. Awarding of the scholarships is based on CMG selection criteria. (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 annual household income falls at or below the rate indicated in the table.

<u>Household Size</u>	<u>Maximum Gross Annual Income</u>
1	\$21,780
2	\$29,420
3	\$37,060
4	\$44,700
5	\$52,340
6	\$59,980
7	\$67,620
8	\$75,260

Signature: _____

Date: _____