

Colorado Master Gardenersm 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.

Send application to: **Joanne Jones**
 Colorado State University Extension
 Morgan County
 914 E. Railroad Ave
 PO Box 517
 Fort Morgan CO 80701

Training location: **Morgan County Extension Office**
 914 E. Railroad Ave.
 Fort Morgan CO 80701
 Tuesday and Thursday night classes

Morgan County 4-H Building
750 Ellsworth Street
Brush CO 80723
Saturday classes

Training dates: **See enclosed schedule**

Tuition and Program Fees:

Colorado Master Gardener Program (volunteer service) fees: \$160
Do not send payment, you will be billed if selected as a CMG volunteer

Colorado Gardener Certificate (non-volunteer) tuition and fees: \$500
Send payment with application

2010 Application

Name: _____

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

E-mail: _____

Phone: _____

Home:

Fax: _____

Address: _____

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 (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 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 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*.

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 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.
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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.)
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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 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, state, 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 31st).
- If I do not complete the 50 hours minimum volunteer service by December 31st, I agree to reimburse the Colorado State University Extension for the course work at the rate of \$10 per each uncompleted hour, to a maximum of \$300.
- I understand that the titles “*Colorado Master Gardener*” and “*Colorado State Master Gardener*” may be used only in conjunction with official Colorado State University Extension activities.
- I agree to follow policies and procedures of the Colorado State University 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 Colorado State University Extension. Reasons why I am or am not accepted will 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 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 Colorado State University 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 _____

Part two – Confidential Sections

Name: _____

Note: This section of the application will be reviewed 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)

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 (please provide this information!)	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):

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 Monthly Income</u>
1	\$1,276
2	\$1,711
3	\$2,146
4	\$2,581
5	\$3,016
6	\$3,451
7	\$3,886
8	\$4,321

Signature: _____

Date: _____