



Kentucky Extension
Master Gardener

Extension Master Gardener Volunteer Application

Kentucky Cooperative Extension Service

COOPERATIVE EXTENSION



College of Agriculture,
Food and Environment

Kentucky Cooperative Extension Service takes seriously its obligation to provide a safe environment for all persons involved in volunteer activities. This application will gather information necessary to successfully match the applicant with the appropriate position. When questions arise about qualifications, answers given by the application will be verified.

I. GENERAL INFORMATION

Name _____

E-mail _____

Phone: Mobile _____

Home _____ Work _____

Mailing Address _____
(STREET, BOX, ROUTE, APT #) (CITY) (STATE) (ZIP)

Residential Address (If different from above): _____
(Street, Box, Route, Apt#) (City) (State) (Zip)

How long have you lived at present address? _____ years

If less than five years, list your prior addresses and the length of time you lived at each.

(STREET, BOX, ROUTE, APT #) _____ (CITY) (STATE) (ZIP) (LENGTH OF STAY)

(STREET, BOX, ROUTE, APT #) _____ (CITY) (STATE) (ZIP) (LENGTH OF STAY)

Hispanic Ethnicity: (check one): Hispanic or Latino Not Hispanic or Latino

Racial Groups (check all that apply): White Black or African American

American Indian or Alaskan Native Asian

Native Hawaiian or Other Pacific Islander

Gender: Female Male

Occupation: _____ Employer: _____

Previous Volunteer Experience (LIST CURRENT OR MOST RECENT EXPERIENCE FIRST)

ORGANIZATION	VOLUNTEER ROLE	YEAR(S)

ORGANIZATION	VOLUNTEER ROLE	YEAR(S)

Cooperative Extension Service
Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.
LEXINGTON, KY 40546



Disabilities
accommodated
with prior notification.

II. PERSONAL REFERENCES

List two persons not related to you who know about your qualifications and experiences working as a volunteer. Please include complete address and phone number.

1) NAME: _____ cell phone _____ work phone _____

Address _____
(Street) (City) (State) (Zip)

How do you know this person? _____ email _____

2) NAME _____ cell phone _____ work phone _____

Address _____
(Street) (City) (State) (Zip)

How do you know this person? _____ E-mail _____

I authorize the contact of the references listed above. I understand a Criminal Records Check will be conducted. I understand that the misrepresentation or omission of information requested is just cause for non-appointment/disengagement as a volunteer.

III. BACKGROUND CHECK

Name: Alias/Maiden Name _____

Date of Birth: _____ Social Security No.: _____

Driver's License # _____ State _____ Expiration Date _____

Years Driving: Years: _____ Months: _____

Please note: A court record will not necessarily prevent an applicant from being a volunteer; the record will be considered as it relates to specifics of the volunteer position for which you are applying.

If accepted as a volunteer, I agree to abide by the standards of the Kentucky Cooperative Extension Service and to fulfill the volunteer responsibilities to the best of my abilities. I understand that the purpose of 4-H Youth Development programs is to develop youth individually and as responsible, productive citizens. I recognize that Extension programs are part of the College of Agriculture, in which USDA, the University of Kentucky, Kentucky State University and all Kentucky counties share. As a volunteer, I am committing to involve individuals regardless of race, color, age, sex, religion, disability or national origin in educational experiences in cooperation with other Extension volunteers and Extension personnel.

I hereby grant University of Kentucky Extension and their agents, the right to use, reproduce, assign and/or distribute still pictures, video, and sound recordings of myself and my children without compensation for use in promotion/advertising, educational publications or website content which they may create.

Applicant's Signature: _____ Date: _____

***Attach copy of Driver's license**

University of Kentucky Extension Volunteer Criminal Record Check Request

DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS

Please Read Carefully Before Signing the Authorization

In considering you for a volunteer role, Kentucky Extension will request a criminal record check from Verified Volunteers. (855) 326-1860 www.verifiedvolunteers.com as well as two personal references.

For explanation purposes:

- a “criminal record check” is a written communication of information, used in making a volunteer-related decision about you. This may include criminal history reports and driving records.
- a “personal reference” is a report of information on your character, reputation, personal characteristics or mode of living obtained from prior employers, neighbors, friends, associates or others who have such knowledge. You are entitled to disclosures regarding the nature and scope of the information requested and “A Summary of Your Rights under the Fair Credit Reporting Act.” (Note: We will not run a credit check on any potential volunteer. This is simply the name of the bill.)

We must have your written authorization to obtain a criminal record check and personal reference about you for volunteer purposes. Before any adverse action is taken, based on information in those reports, you will be provided a copy of that report, the name, address and telephone number of Verified Volunteers and a summary of your rights under the FCRA. To obtain a Criminal Record Check, please print your information clearly and accurately:

Seven Year Address History:

Address 2: _____ From _____ To _____

Address 3: _____ From _____ To _____

Address 4: _____ From _____ To _____

Address 5: _____ From _____ To _____

I understand that failure to provide the information requested will prohibit my involvement as a volunteer for the University of Kentucky. I understand that failure to accurately provide the information requested may result in my prosecution under KRS 523.100. I hereby give permission to the University of Kentucky to obtain a Criminal Record Report on me

Do you have any special needs? If yes, please describe:

What is your interest or experience in horticulture (gardening)?

When would you be able to volunteer?

Days Evenings Weekends Other: _____

Please check each of the following volunteer experiences according to your interest.
This DOES NOT mean you will be volunteering in these areas.

I LIKE TO:	A Lot	A Little	Not at All
Speak to groups.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speak to individuals.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judge county fairs; state fair.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in small groups.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with the media.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve in volunteer organizations.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write newsletter articles.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write subject matter fact sheets.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preside at meetings.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organize programs/events.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horticulture photography.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Camp/recreation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with community gardens.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep records/do paperwork.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organize gardening contest.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve on committees.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop educational exhibits.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type/computer/newsletter.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop posters and visual aids.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fund raise.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinate a demonstration garden.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answer Hort-Line.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Give tours of gardens.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you available for tours or demonstrations on the weekends?

Yes No If yes, when? Saturday: A.M. or P.M.

Are there certain things you're good at but just not interested in doing as a volunteer? For example, you might spend your days developing and managing websites but would rather do something entirely different as a volunteer.

Conversely, are there certain skills you'd **love** to develop and are seeking a volunteer position that will help you do just that?

Do you have access to any of the following?

- Pickup truck
- Utility trailer
- Wheelbarrow
- Ladder
- Chain Saw
- Shovels, trowels and weeders
- Pruners
- Strong back
- Gardening tools

Kentucky CES Expectations for Volunteers

Trust is placed in the Kentucky Cooperative Extension Service to provide quality leadership and care for individuals participating in CES programs. The opportunity to work with clientele is a privileged position of trust that should be held only by those who are willing to demonstrate behaviors that fulfill this trust. These expectations for volunteers guide their involvement in Kentucky Extension activities.

The purpose of these expectations for volunteers is to ensure the safety and well-being of all participants (i.e., youth, their parents and families, clientele, paid and volunteer staff). Kentucky CES volunteers are expected to function within the guidelines of Kentucky CES and Kentucky 4-H.

The following statements relate to the role of a volunteer with Kentucky CES and represent a contractual agreement between a volunteer and Kentucky CES.

- I will represent Kentucky CES to youth and adults by conducting myself with courteous manners and language, exhibiting good sportsmanship, serving as a positive role model, and demonstrating appropriate conflict resolution skills.
- I will abide by all applicable laws and CES rules, policies, and guidelines. This includes, but is not limited to, child abuse, fiscal management procedures and substance abuse.
- I will accept supervision and support from Extension staff or management volunteers.
- I will participate in orientation and on-going volunteer education and development, including client protection standards.
- I will not consume or allow others to use alcohol or illegal drugs at any CES function.
- I will, when transporting others, operate vehicles and equipment in a safe and reliable manner and only with a valid operator's license. I will comply with all vehicular regulations and laws. All passengers will be secured by properly operating seat belts. I have the minimum vehicle insurance coverage required by the Commonwealth of KY.
- I will accept the responsibility to promote and support the vision, mission, and values of Kentucky CES and its programs.
- I will conduct myself in a manner that is in the best interest of youth, adults and CES and will not use the volunteer position for purposes of personal gain.
- I will treat animals in a humane manner and teach program participants to provide appropriate animal care and management.
- I will use technology (including social media) in an appropriate manner that reflects the best practices in youth development.
- I will not practice, condone, tolerate or allow bullying, hazing, harassment or malicious pranks.
- I will ensure that educational programs of Kentucky CES shall serve all people regardless of race, color, age, gender, religion, disability or national origin.

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

Signature of Volunteer

Date

Signature of Supervisor or Agent

Date



Kentucky Extension Master Gardener

VOLUNTEER POSITION DESCRIPTION

POSITION TITLE:

- Master Gardener

TIME REQUIRED / DURATION OF APPOINTMENT:

- 40 hours of volunteer service, over a one-year time frame

LOCATION:

- Various locations in Warren County

GENERAL PURPOSE:

- To facilitate programs of the Warren County Cooperative Extension Service and provide research-based information in order to protect and enhance horticulture in the community.

SPECIFIC RESPONSIBILITIES:

- Provide leadership and volunteerism to further advance horticulture in Warren County.

QUALIFICATIONS:

- Must complete the Volunteer Application process and be approved by the Youth Protection Risk Management Committee.
- Commitment to the educational and volunteerism components of the Master Gardener Program.

BENEFITS:

- This program provides over forty-five hours of instruction by area horticulture agents, local industry professionals and experts from the University of Kentucky.
- Growing better lawns with less effort, understanding how soils affect plant performance and learning to use pruners courageously are just three of the many topics covered. Fruit, flower and vegetable gardening, composting, tree and shrub selection and planting, and diagnosing plant problems are also discussed.

SALARY:

- Unsalaries; volunteer.

MENTOR / SUPERVISING PROFESSIONAL:

Kristin Hildabrand, County Extension Agent for Horticulture
 Warren County Extension Office
 5162 Russellville Road, Bowling Green, KY 42101
 Phone: (270) 842-1681
 Email: kristin.goodin@uky.edu

Signature of Volunteer

Signature of Extension Professional

Date

Date