To: Potential Master Gardener of 2010

From: Joy Jones, 4-H & Agriculture Extension Agent

Subject: Registration and information for Master Gardener Classes

Thank you for indicating an interest in the Master Gardener Program. The Master Gardener Training Program is a great opportunity to learn more about gardening, meet new people who share a common interest, and to volunteer in your community. This program is offered by the Oregon State University Extension Service.

The program consists of two parts: the first is the training classes, which are offered once a year; the second is the practicum (or practical application) of the training, which is completed when class members volunteer in the community and share what they have learned with the public through organized and informal educational activities. The goal of the OSU Extension Service is to share research-based information throughout the state, and to help individuals continue to learn.

When you indicated an interest in becoming an OSU Master Gardener Volunteer, your name was put on our “Potential Master Gardener” list. If after reading the following information you would like to sign up to become a Master Gardener Volunteer, please fill out the enclosed registration form and return it to the OSU Extension Service.

If you have a strong interest in gardening, a little experience, and an interest in helping others, we can find plenty of opportunities for you, and would enjoy having you join the class.

There will be a Master Gardener Orientation for all new Master Gardeners on Tuesday morning, January 12, 2010 from 9 a.m. to noon. This will be held at the OSU Extension Service Meeting Room, 2204 Fourth Street in Tillamook.

Our classes will begin Tuesday, January 19 and continue each Tuesday through April 6. There will not be a class on March 23rd—the week of Spring Break. Classes will be held from 9:00 a.m. to 4:30 p.m., with a one-hour break for lunch. You may leave for lunch or you may bring a lunch and stay to talk with others. The locations for the classes will be the Tillamook 911 meeting room and the OSU Extension Service meeting room.

The Tillamook County OSU Extension Service provides the Oregon Master Gardener certification classes for a fee of $100. This fee includes handouts, instructor mileage, and the comprehensive 526-page gardening handbook for the Pacific Northwest, Sustainable Gardening: The Oregon-Washington Master Gardener Handbook. The fee should be paid prior to the first day of class.

**over**
In return for 66 hours of training we expect you to complete 60 hours of volunteer service. The service time gives you an opportunity to continue your training with the support of material in the office and with the assistance of Certified Master Gardeners. You will utilize your training and knowledge as you answer gardening questions for the general public. The Demonstration (Learning) Garden is the “lab” portion of the class where you will receive hands-on experience.

Master Gardeners provide a valuable service. They are a volunteer link between Oregon State University and the people of Tillamook County. Listed below are some of the ways in which Master Gardeners assist the Extension Service:

- Volunteer in the Extension Service office answering home gardening questions (30 hours-working with another Master Gardener).
- Work a minimum of 6 hours in the demonstration garden at the fairgrounds, which is used to demonstrate gardening techniques and plant varieties to the community.
- Participate in farmers markets, fairs, home shows, and community celebrations answering home horticulture questions for the public, promoting the Master Gardener Program, and hosting events.
- Speak to garden clubs, community groups, schools and others on gardening and related topics.
- Serve as mentors for new Master Gardener trainees.
- Help produce *The Tillamook Tiller*, a free horticultural newsletter for Tillamook County residents.
- Many other community projects.

If you are interested in learning more about gardening and becoming a certified Master Gardener please return the enclosed registration form to the **OSU Extension Service, Tillamook County Office, 2204 Fourth Street, Tillamook, 97141, by January 5.**

Please give me a call at 503-842-3433 if you have any questions. Thank you for your interest and I hope to see you when classes begin!

**Enclosures:**

- Tentative Class Schedule
- Registration Packet
I wish to become an Oregon Master Gardener Volunteer and be accepted into the training program. I understand that if accepted into the Master Gardener training, I will agree to pay back 60 hours of public service; one-half in the OSU Extension Service office answering home horticulture questions for the public, and one-half working in the Demonstration Garden and on approved Master Gardener educational or community service projects during the next year.

NAME (please print): ________________________________

Phone: ________________________________ Cell Phone: ________________________________

E-mail: ________________________________

Address: ________________________________

Signature: ________________________________ Date: ________________________________

- How did you learn of the Master Gardener program? ________________________________
- Years of gardening experience? ________________________________
- Please list any specialized garden-related training received: ________________________________
- Please list areas of specialization or hobbies (e.g., vegetables, greenhouses, roses, bonsai, etc.): ________________________________
- Any gardening clubs or garden-related group affiliations? ________________________________

Return form by January 5th  OSU Extension Service – Tillamook County
2204 Fourth Street
Tillamook, OR 97141

**over**

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Oregon State University Extension Service - Tillamook County
Master Gardener Certification Program

Volunteer Agreement

The OSU Extension Service Tillamook County Master Gardener Certification Program will consist of 66 hours of instruction about home horticulture, which is taught by University faculty and home horticulture experts. Upon the successful completion of this course and the required service hours, participants become Certified Master Gardener Volunteers.

As a participant of the Master Gardener Volunteer Certification Program I agree to:

• Pay $100 to cover the cost of materials and the Master Gardener Handbook.

• Attend all classes included in the course. In the event that I am unable to attend a class I will make-up that class.

• Volunteer a scheduled number of service hours (not to exceed 30 hours) in the Tillamook County OSU Extension office answering home horticulture questions for the public.

• Volunteer a minimum of 30 service hours working on approved Master Gardener educational or community service projects; which includes volunteering scheduled hours in the Master Gardener Demonstration Garden at the Tillamook County Fairgrounds.

OR

• Pay $300 ($100 registration fee, plus $200) to cover the cost of the training program if I find that I am unable to fulfill my commitment of completing the office portion of my service time. (Fee will be pro-rated based on number of office service hours actually fulfilled throughout the next year, April through March.)

_________________________  __________________________
Print Volunteer Name  Volunteer Signature

_________________________
Date

Cash/Check #  Receipt Number

(Make check payable to “OSU Extension”)

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Title  
Oregon State University Extension Service Master Gardener™ volunteer

Purpose  
To provide OSU Extension Service educational programs on sustainable home horticulture (including vegetable, tree fruit, small fruit, lawn and landscape maintenance, pest control and associated topics) to the general public by using research based and unbiased information.

Brief description of the position  
Answers general public questions and inquiries about gardening, landscape maintenance, pest control and related topics by telephone; at clinics, demonstrations, workshops, or informal classes; or in other ways possible and practical.

Cooperates with an assists local OSU Extension staff.

May assist in preparation of specific educational resources.

Keeps appropriate records.

Requirements  
Must be available to participate in the training program for Master Gardener volunteers.

Must be available to provide volunteer service to OSU Extension during the year that training is completed, and equivalent to the number of hours of training received.

Must be able to effectively communicate with the public by telephone, personal contact, group contact, or in writing.

Should have some knowledge and skills in basic horticulture and related areas.

Should enjoy working with people.

Supervision  
The county Extension agent with responsibility for the local Master Gardener program provides overall supervision and support.

Immediate supervision and support may be provided by a program assistant or a program coordinator, if available.

Volunteer Signature: ___________________  Date: ______________

OSU Extension Faculty Signature: ___________________  Date: ______________

Last Revised 11/11/2009
This Code of Conduct is a contractual agreement accepted by volunteers who commit to the Oregon State University Extension Master Gardener Program. The Code shall guide the volunteers’ behavior during their involvement with the Master Gardener Program.

The OSU Extension Master Gardener Program provides unbiased, research-based educational programs accessible to all Oregon residents. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all Master Gardener Program participants (i.e. target audiences, professionals and volunteers).

Master Gardener volunteers are expected to function within the guidelines of Oregon State University Extension and the OSU Extension Master Gardener Program.

When volunteering as an Oregon State University Extension Master Gardener, I will:

- Represent OSU Extension, the OSU Extension Master Gardener Program and my individual county program with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior.
- Promote and support the activities and programs of OSU Extension, the OSU Extension Master Gardener Program and my local or county Master Gardener Program
- Learn about, know and uphold the policies of the OSU Extension Service, the OSU Extension Master Gardener Program and my local or county Master Gardener Program
- Participate in orientation and training programs to help me work more effectively with appropriate audiences
- Comply with equal opportunity and anti-discrimination laws
- Accept supervision and support from Extension faculty or staff while involved in the program
- Keep personal opinions and actions separate from the research-based unbiased recommendations made as a representative of this organization
- Follow through and complete accepted tasks in a timely manner
- Use garden tools and equipment and operate machinery, vehicles and other equipment in a responsible manner, when working in an OSU Extension Master Gardener demonstration garden or other Master Gardener site
- Respect, adhere to and enforce the rules, policies and guidelines established by OSU Extension, the OSU Extension Master Gardener Program, and my local or county Extension Master Gardener Program.
- Accept assignments suited to my personal interests and skills
- Participate in staff and program evaluations
- Be willing to use and teach research-based practices and concepts, in an unbiased manner

I have read and understand the Code of Conduct outlined above. I understand and agree that any action on my part that contradicts any portion of this Code is grounds for the suspension and/or termination of my volunteer status with the OSU Extension Master Gardener Program.

Signature ____________________
Date __________________________
Printed name ____________________  Last Revised 11/11/2009