



Oregon State
University

OSU Extension Service
Polk County Master Gardener Program
Oregon State University
289 E Ellendale, Suite 301
Dallas, Oregon, 97338

P 503-623-8395
extension.oregonstate.edu/polk

Dear Prospective Master Gardener:

Thank you for your interest in the Oregon State University Master Gardener™ Volunteer Training Program. Master Gardeners (MGs) are volunteers trained by OSU Extension Service agents and specialists. To become an OSU Master Gardener™, you must complete the training program as well as volunteer a specified number of hours of public service through the Master Gardener program.

Volunteers receive training in botany, soil science, insect and disease identification and control, care and culture of ornamental plants, small fruits, lawns, home orchards and vegetables, diagnosis of plant problems, among other topics. Classes for 2020 will begin January 8, 2020 and continue each Wednesday through March 18, 2020. Classes are held from 9:00 AM to 4:00 PM at the Trinity Lutheran Church, 320 SE Fir Villa Road in Dallas. At the end of the class on March 11, trainees will receive an open-book exam based on the manual used in the class to take home. We will score the exam during the last day of class. The last day will also include a potluck lunch and tour of the Polk County Extension Office.

The second part of the education program begins after classes are completed. Volunteers give 60 hours of their time extending home horticulture information to other gardeners. At least 18 of those payback hours are spent in the Polk County Extension Office in Dallas, answering questions from homeowners on gardening topics. The other hours are spent on Polk County Master Gardener projects and outreach activities. Some of the activities include the working on the Inspiration Garden in Independence, the Plant Sale in May at the Polk County Fairgrounds and gardening clinics and workshops. Ideas from new members for community volunteer activities are always welcome, and if you have particular skills you would like to offer, we would like to hear about them!

The cost for this program is \$100, which covers class materials and is paid at the time of enrollment. We also offer a Non-Volunteer Option of \$250 for those who cannot participate as a volunteer, but want the gardening knowledge from the classes. Those who participate in this option will receive a Certificate of Completion rather than become a Certified Master Gardener. Both fee options include a copy of *Sustainable Gardening*, a comprehensive 500-page reference manual, prepared specifically for Oregon and Washington Master Gardeners.

If you feel you will have difficulty attending the training at these times, or performing 60 hours of volunteer time in return for the training, please the Polk County Extension Office to discuss this prior to applying for the program. If you cannot pay the \$100 fee or the \$250 fee at this time, contact the Extension Office (503-623-8395) to discuss possible payment options.

Class size is limited to 30 trainees. After we receive 30 applications names will be added to a waiting list in case of cancellations, so make sure to get your application in quickly! The last day for a full refund is January 15, 2020.

Enclosed you will find an Application Form and Position Description to be filled out and signed. Please return these with a check for \$100 for the Volunteer option, or \$250 for the Non-Volunteer option.

The deadline to apply is Wednesday, December 18, 2019.

Please make checks payable to:

OSU Extension Polk County
289 E Ellendale, Suite 301
Dallas, OR 97338

Thank you again for your interest in the Polk County Master Gardener Program. If you have additional questions about the program, please do not hesitate to contact us at the address or phone number on the letterhead. We look forward to seeing you in January!

Sincerely,



Neil Bell

Consumer Horticulturist

Oregon State University Extension Service

Marion and Polk counties

neil.bell@oregonstate.edu

And

Rachel Villwock

Office Support

OSU Extension Service Polk County

Office: 503-623-8395

289 E Ellendale, Suite 301 | Dallas, OR 97338

Rachel.villwock@oregonstate.edu

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OSU POLK COUNTY MASTER GARDENER™
2020 Application Form

Name _____

Mailing Address _____

City _____ State _____ Zip _____ Phone _____

E-mail address _____

Occupation (Former occupation if retired) _____

We ask that OSU Master Gardener™ applicants be interested in learning more about gardening and sharing their knowledge with others, and be willing and able to fulfill their volunteer commitment of 60 hours. No prior knowledge or experience is required. We will use the following questions to learn more about you. Please feel free to add information or comments on an additional page.

Gardening Experience (years, type, and formal training, if any):

Special gardening interests _____

In what part of the state or country have you gardened? _____

Have you had any formal training in horticulture or gardening?

4H _____ High School _____ College _____ Workshops _____

Are you a member of any garden clubs, plant societies, or similar groups with an interest in Horticulture activities? Please list.

How did you learn of the Master Gardener program? _____

Can you arrange your schedule so that you can participate in the training programs that run from 9AM – 4PM on Wednesdays, January through March? () Yes () No

Can you spend at least 60 hours between April 2019 and December 2019 working as a Master Gardener volunteer? () Yes () No

Can you arrange your schedule so that you can spend at least 18 hours within the next year on Tuesday or Thursday mornings to be at the Master Gardener Desk in the Polk County Extension Office?
() Yes () No

How would you like your name to appear on your name badge?

First _____ Last _____

Check the projects that would be of interest to you as a Master Gardener and indicate experience.

<u>Project</u>	<u>Interest</u>	<u>Experience</u>
Help plan and coordinate annual Plant Sale		
Design or construct educational garden displays		
Master Gardener Clinic		
Public Speaking		
Write for a newsletter or news release		
Resource teacher for youth groups, and other community groups and agencies		
Calligraphy, photography or art skills		
Garden work crews		
Computer skills: Microsoft Word, etc.		
Serve as treasurer or on budget or audit committee		
Landscape design		

Other ideas _____

APPLICANT AGREEMENT

Select an option and sign in the appropriate column below.

OPTION ONE: VOLUNTEER APPLICATION	OPTION TWO: NON-VOLUNTEER APPLICATION
<p>I understand that if I am accepted into the program as an OSU Extension Master Gardener Trainee, I agree to:</p> <ul style="list-style-type: none">• Attend all sessions of OSU Extension Master Gardener Training• Follow the recommended practices of the OSU Extension Service• Commit to completing at least 60 hours of volunteer service as an OSU Extension Master Gardener by December 1, 2019.• If I do not complete the volunteer service, I will pay the \$150 difference between the Volunteer and Non-Volunteer option.	<p>I cannot arrange my schedule to contribute 60 hours of my time as a volunteer in the OSU Extension Master Gardener Program. Therefore, I understand that if I am accepted into the program, I elect to pay the Non-Volunteer Fee of \$250 to receive a Certificate of Home Horticulture, rather than become a Certified Master Gardener. I also agree to:</p> <ul style="list-style-type: none">• Attend all sessions of the OSU Extension Master Gardener Training• Follow the recommended practices of the OSU Extension Service
<p>I hereby agree to the terms stated in OPTION ONE and submit a check for \$100 with this completed application.</p>	<p>I hereby agree to the terms stated in OPTION TWO and submit a check for \$250 with this completed application.</p>
<p>Signature: _____</p>	<p>Signature: _____</p>
<p>Date: _____</p>	<p>Date: _____</p>

Please complete and return this application with your payment of \$100 or \$250 by December 18, 2018 made payable to:

**OSU Extension Service Polk County
289 E. Ellendale, Suite 301
Dallas, OR 97338**



Oregon State University
Extension Service
Master Gardener



Position Description

Title: Oregon State University Extension Service Master Gardener™ Volunteer

Purpose: To provide research based and objective information and educational programs on sustainable home horticulture to the general public.

Brief description of the position

- Answers general public questions and inquiries about gardening, landscape maintenance, pest management 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 faculty and staff.
- Keeps appropriate records, such as volunteer hours and public contacts; client questions and contact information.
- May assist in preparation of specific educational resources.

Optional assigned duties (check if applicable)

- Works directly with persons under the age of 18 years, as part of their assigned volunteer service; in school gardens, community gardens, school garden programs, or in other venues
- Drives a motor vehicle on behalf of Oregon State University Extension, as part of their assigned volunteer service

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.
- Must demonstrate a commitment to diversity and to ensuring equal opportunity for those wishing to benefit from OSU Extension programs and services.
- Should have some knowledge and skills in basic horticulture and related areas.
- Should enjoy working with people.

Supervision

- The county Extension faculty 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 Signature: _____

Date: _____