



Virginia Cooperative Extension Master Gardener Volunteer Program – Chesterfield County

Thank you for your interest in becoming a Chesterfield County Master Gardener volunteer!

A *Virginia Cooperative Extension Master Gardener (VCE-MG)* is an individual who acts on behalf of VCE as a volunteer educator within his or her community after receiving specialized training in environmental horticulture through cooperative programming with VCE. Master Gardeners are trained and volunteer in their local Virginia Cooperative Extension office. Examples of volunteer opportunities in Chesterfield County include:

- *VCE-MG Help Desk* (answering horticultural questions over the phone and in person at the Extension Office, helping diagnose plant damage on samples from the public; during regular business hours)
- *Plant Clinics* (answering lawn and garden questions from the public at a nursery or garden center; usually on the weekends)
- *Grass Roots* (lawn care program for county residents: MGs make site visits, take soil samples, measure lawn area and evaluate the site conditions; on your own time)
- *Conducting Public Seminars* (present a seminar to the public on various subjects; usually in evenings)
- And much, much more!

Chesterfield County VCE-MG training is held once a year, in February and March and meets every Monday, Wednesday and Friday from 9:30 a.m. to 12:30 p.m. for 9 weeks. The cost for training is 50 hours volunteer service to be completed by October 31st of that same year. There is a fee of \$205.00 for class materials, due at time of acceptance into the class.

FAQs

Am I Master Gardener Material?

Are you looking for a way to improve your community through volunteer service? Do you enjoy teaching and talking to the public? Do you have an interest in horticulture? If the answer to all of these questions is yes, Master Gardener volunteer opportunities may be right for you.

What is required to become a VCE-MG?

To become a VCE Master Gardener, individuals must attend the initial MG training (9 weeks) of classroom instruction and then contribute a minimum of 50 hours of volunteer service conducting VCE horticulture-based, education programs. These initial hours must be completed by October 31 of the same year. At the end of the year, they have earned the title of VCE Master Gardener.

VCE-MGs who desire to remain active after completing their initial training and volunteer commitments are required to contribute at least 20 hours of volunteer service each year. Additionally, in order keep knowledge up-to-date, VCE-MGs must participate in at least 8 hours of recertification training.

I want to take classes and increase my knowledge in horticulture for my profession (or want to get a job in horticulture), but I don't have the time to volunteer. What are my options?

If you are a professional looking for additional education but are not interested in volunteering with VCE, please consider the Virginia Certified Horticulturist program offered through VNLA (www.vnla.org) or the horticulture technology program at J. Sargeant Reynolds Community College (www.jsr.vccs.edu).

The first step in becoming a VCE-MG volunteer is to complete and return the attached MG program application by October 1, 2013. Please answer all questions fully (background check release must be completed for application to be considered). Applications are screened by the Master Gardener Coordinator and approximately 30 applicants will be contacted for an interview in October and November. Of those 30 applicants, 20 will be chosen for the upcoming year's training. We look forward to hearing from you!

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, genetic information, marital, family, or veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer.



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2014 Chesterfield County VCE Master Gardener Volunteer
New Intern Application Form

Please print this form, complete the information in its entirety (please print clearly) and return by October 1, 2013. Mail applications to the Chesterfield VCE office at P.O. Box 146, Chesterfield, VA 23832

A. GENERAL INFORMATION

Last Name _____	First Name _____
Address (Street, City, State, ZIP) _____	
How long at this address? _____	Date of Birth _____

B. CONTACT INFORMATION

Home Phone _____	Cell Phone _____	Work Phone _____
E-mail Address _____		
Emergency Contact Name _____		
Emergency Contact Phone (Day) _____		(Evening) _____

C. AVAILABILITY (Please mark an "X" to indicate days/times you are **unavailable** for volunteer work.)

	Weekdays		Weekends	
	A.M.	P.M.	A.M.	P.M.
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

D. OTHER VOLUNTEER EXPERIENCE

Organization	Type of Service	Types of Activities

E. MEMBERSHIPS IN HORTICULTURE/WILDLIFE GROUPS

1. _____
2. _____
3. _____
4. _____
5. _____

REFERENCES

1.	_____	_____	_____
	Name	Phone (day and night)	Relationship

	Street, City, State, ZIP		
2.	_____	_____	_____
	Name	Phone (day and night)	Relationship

	Street, City, State, ZIP		

F. DRIVING INFORMATION

	Yes	No
Do you have a current and valid driver's license?	<input type="checkbox"/>	<input type="checkbox"/>
If no, do you have other means of transportation?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, do you currently have the minimum vehicle insurance coverage as required by the Commonwealth of VA?	<input type="checkbox"/>	<input type="checkbox"/>

G. BACKGROUND INFORMATION

This information will be kept in a confidential manner and accessible only to authorized personnel. A "yes" answer does **not** automatically exclude you from registering for the **YOUR UNIT** Extension Master Gardener program.

Have you ever had any criminal convictions related to:	Yes	No
Alcohol or drug use?	<input type="checkbox"/>	<input type="checkbox"/>
Child abuse or neglect?	<input type="checkbox"/>	<input type="checkbox"/>
Elder abuse or neglect?	<input type="checkbox"/>	<input type="checkbox"/>
Violence?	<input type="checkbox"/>	<input type="checkbox"/>

Have you ever been convicted of any other violation(s) of the law?	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------------------------------------------------	--------------------------	--------------------------

Have you ever been convicted of any moving traffic violations?	<input type="checkbox"/>	<input type="checkbox"/>
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If "yes" to any of the above, please describe _____

I understand criminal background or reference checks may be conducted on me at any time during the application process or during volunteer service of VCE.

_____	_____
Signature, Volunteer Applicant	Date

H. DEMOGRAPHIC INFORMATION *(For record keeping purposes only)*

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Gender <i>(optional)</i>
<input type="checkbox"/> Female
<input type="checkbox"/> Male</p> <p>3. Race <i>(optional)</i>
<input type="checkbox"/> White
<input type="checkbox"/> African American
<input type="checkbox"/> American Indian
<input type="checkbox"/> Asian</p> | <p>2. Ethnicity <i>(optional)</i>:
<input type="checkbox"/> Hispanic
<input type="checkbox"/> Not Hispanic</p> <p>4. I Live:
<input type="checkbox"/> On a farm
<input type="checkbox"/> Rural area or town under 10,000 population
<input type="checkbox"/> Town or city of 10,000 to 50,000 population
<input type="checkbox"/> Suburb or city over 50,000 population
<input type="checkbox"/> City over 50,000 population</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
5. Highest level of education: _____

I. CHESTERFIELD COUNTY ENROLLMENT AGREEMENT

Enrollment Agreement

I understand that Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. An equal opportunity/affirmative action employer. I hereby certify that all of the entries on this application are true and complete. I understand that any falsification of information herein constitutes cause for dismissal.

Signature, Volunteer Applicant

Date

PLEASE CONTINUE to COMPLETE PAGE 4

FOR VCE INTERNAL USE ONLY

Date Volunteer Application received _____

Application requires further action? Yes _____ No _____

Applicant met qualifications? Yes _____ No _____

Date acceptance letter sent _____

Date rejection letter sent _____

Signature, VCE Representative

Date



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Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, genetic information, marital, family, or veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; Jewel E. Hairston, Administrator, 1890 Extension Program, Virginia State, Petersburg.

Please print name clearly: _____

INTERESTS & SKILLS QUESTIONNAIRE

It takes many people with diverse skills to run the Chesterfield County Extension Master Gardener program. We are ALL volunteers. On this page, please indicate any of your particular interests and skills and briefly describe the context in which they have been developed.

How did you hear about the Chesterfield County Extension Master Gardener Program?

What are your previous gardening experiences?

Please list any specialized gardening skills / knowledge (xeriscaping, water gardening, organic vegetable gardening, etc.):

Other:

Skill / Interest		X	Proficiency and / or comments
Computer	Don't use one		
	Email only		
	Use extensively at work / home		
	Data entry		
	Desktop publishing		
	Web design / management		
	Microsoft Excel		
	Microsoft Powerpoint		
	Microsoft Publisher		
	Sharepoint		
Arts and Publication	Videography		
	Digital Photography		
	Scrap Book Design		
	Graphic Design		
	Writing		
	Editing		
	Proofreading		
Business	Finance / auditing		
	Marketing / advertising		
	Program Management		
	Catering event planning		
Miscellaneous (please list age groups and group sizes)	Teaching		
	Leading groups (Scouting)		
	Leadership training		
	Public speaking		
Other (please list any additional skills and interests)	Language skills / fluency level		



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