



September 9, 2014

Dear potential applicant to the San Joaquin County UC Master Gardener Program:

Thank you for your interest in the Master Gardener volunteer program. The application package includes a position description, a description of the types of activities in which Master Gardeners participate, and the application form. Please read all of the information carefully before applying. Applications must be received in our office by 5:00 p. m. on Wednesday, November 5th, 2014. Late submissions cannot be processed. Due to the large number of applications we anticipate, not all applicants can be accepted. The application process includes three mandatory steps: 1) written application; 2) Meet the Master Gardeners Orientation ; and 3) personal interview. You will be notified of your acceptance status the week of December 15, 2014.

The Master Gardeners of San Joaquin County are trained and dedicated volunteers who work as non-paid staff members of the University of California Cooperative Extension. The primary responsibility of a Master Gardener is to disseminate horticultural information to the home gardener. Information provided to the public is based on University of California research. Additionally, a Master Gardener cooperates with and assists the Master Gardener coordinator and other Cooperative Extension staff, helps prepare for and organize specific educational events, pursues affirmative action, and participates in the administration of the Master Gardener Program.

Selected candidates are committed to public service; therefore anyone who wishes to advance their career through the Master Gardener Program need not apply. Master Gardeners will wear name badges when and only when engaged in official Master Gardener activities. The Master Gardener title cannot be used for any commercial purpose; the program is strictly volunteer. A Master Gardener may be

terminated if his/her conduct is judged to be inconsistent with the UC Master Gardener Policy Guidelines or is inappropriate for a representative of the University of California.

The cost for the training is \$180.00. The non-refundable fee covers the cost of resource books, classroom materials and speaker expenses. The fee is due upon acceptance to the program; please do not send payment with the application. Scholarships are available. All trainees will be required to sign a photo release statement and complete a Department of Justice (DOJ) fingerprint clearance. The appropriate paperwork will be supplied to Trainees in the acceptance letter. Fingerprinting fees may apply and will be paid by the Trainee.

Meet the Master Gardener Night is an orientation to be held Monday, November 17, 2014, 6:30-8:30 p.m. This is a two-hour, mandatory meeting that will give you the opportunity to learn more about Cooperative Extension and the Master Gardener Program. Master Gardeners currently in the program will be there to discuss the training procedures and our volunteer activities. Following the orientation those still interested in becoming a Master Gardener volunteer will schedule a personal 20 minute interview.

To become a certified Master Gardener, you will:

1. Successfully complete an 18-week classroom training program in plant science and horticulture.
 - Coursework will include the basics of soil, irrigation and fertilization, water quality, identification and control methods for insects, diseases and weeds, proper care of vegetables, fruit and landscape trees, and turfgrass.
 - Classes will be held every Wednesday morning from 8:30 - 1:30 p.m., January 28-June 3, 2015. Two Saturday field trips/workshops will also be held. During the training, only one absence is permitted.
 - Each successful candidate will complete reading homework, pass weekly quizzes and a final exam.
2. Serve at least 50 hours of volunteer service during the first year after classroom training. The hours shall include:
 - Minimum 12 hours (four 3-hour shifts) in the Cooperative Extension Master Gardener office responding to homeowner inquiries on the telephone and in person under supervision of experienced Master Gardeners.
 - Minimum of two shifts at plant clinics held at various nurseries or garden shows.

- Minimum 10 hours on a special Cooperative Extension project.
3. Complete 12 hours of continuing education.
 4. Attend monthly meetings held at the Cooperative Extension office the third Wednesday evening of each month.
 5. Submit monthly reports of volunteer and continuing educative activities.

To remain a certified Master Gardener, each year you will:

1. Volunteer at least 25 hours on approved Master Gardener activities.
2. Complete twelve hours of continuing education.
3. Attend a minimum of two Master Gardener monthly meetings.
4. Submit monthly reports of volunteer and continuing educative activities.

If you have any further questions regarding the Master Gardener training program, please visit the Master Gardener training page on the Cooperative Extension website at <http://ucanr.edu/sjmg> (209) 953-6100.

Sincerely,
Marcy Sousa
Master Gardener Program Coordinator

