

August 15, 2023

Dear 2024 Master Gardener Extension Volunteer Applicant,

Thank you for your interest in becoming a Master Gardener Extension Volunteer (MGEV) with Fulton County Cooperative Extension. The purpose of the MGEV program in Fulton County is to train volunteers to complement, enhance, and support the efforts of the Cooperative Extension office in the county. This includes providing educational programs, support at farmers markets &festivals throughout the county, and supporting our demonstration gardens.

Classes will be held in-person on Thursdays from 9:00am until 3:00pm **beginning January 25**, **2024 and ending April 25**, **2024** (Location TBD). There will be a required orientation on **January 12**, **2024**, at which point you will receive your materials, meet your classmates, and receive additional details about the class. The program fee is \$220, and if accepted into the program, will be due **December 15th**.

Please complete and sign the attached forms, and return them to the Fulton County Extension Office by **September 15**, **2023**. Interview dates and times will be emailed once selected. Applications can be submitted by mailing a hard copy (postmarked by September 15, 2023) to:

North Fulton Extension Office Attn: Norlethia Harris 7741 Roswell Rd, Room 248 Sandy Springs, Ga 30350

If selected to participate in the 2024 MGEV intern class, you will be required to complete a background check, attend the orientation & training classes, and **volunteer 50 hours** with the Fulton County Master Gardener Extension Volunteers. In order to maintain active MGEV status,25 hours of volunteer service and 10 hours of Continuing Education are required annually thereafter. If you have any questions about the MGEV training program, please contact Norlethia Harris at norlethia.harris@uga.edu.

Thank you again for your interest and we look forward to receiving and reviewing your application!

Sincerely,

Norlethia Harris, Gabrielle LaTora, and James Herrin Agriculture and Natural Resources Team University of Georgia Cooperative Extension, Fulton County



Georgia Master Gardener Extension Volunteer Program Application

The Master Gardener Extension Volunteer (MGEV) program in Georgia is a volunteer program designed to help University of Georgia Cooperative Extension staff transfer research-based information about gardening and related subjects to the public by training home gardeners to be volunteer educators. Master Gardener Extension Volunteers are active in many Georgia counties. Through this program, Extension is able to reach out and serve more citizens with educational programming and demonstrations.

Dear Master Gardener Applicant:

Thank you for your interest in the Georgia Master Gardener Extension Volunteer program! Its purpose is to assist UGA Extension by training volunteer educators to provide current horticultural information through community service and educational gardening projects using applied research and the resources of the University of Georgia.

MGEV programs are coordinated at the county level by the local Extension office. Each local program has multiple projects that reach out to the local communities, teaching about horticulture and gardening, answering garden-related questions and so forth. Volunteers for these projects do participate in at least 42 hours of training and are asked to volunteer 50 hours of service in the first year. (After your first year, you are required to volunteer 25 hours per year to remain an active, certified Georgia Master Gardener Extension Volunteer.)

Extension offices plan and carry out MGEV training classes in the spring and/or fall, on an annual or biannual basis. Training and schedule format are determined by the agent/coordinator and the local office. Classes typically meet once or twice weekly. Attending training classes is extremely important, and absenteeism cannot exceed 20 percent of classes. Trainees are responsible for all material on the exams and are required to pass a midterm and final exam with a score of 70 percent or better on each.



By completing the *Master Gardener Volunteer Program Application and Reference Forms* (below), you are indicating your interest in the Georgia MGEV Program. You will receive follow-up communication from the county Extension office.

As enrollment in the Master Gardener program is **limited**, you are encouraged to fill out the application as thoroughly as possible. The selection committee, comprised of an Extension staff member and a group of veteran Master Gardener Extension Volunteers, reads all applications. Selections will be based on your interest in being an Extension volunteer, your interest in community service, as well as your knowledge, expertise and experience in related areas. Applicants will be called for an interview.

If selected for participation in the MGEV program, you will be notified by the local Extension office. At that time, you will be asked to submit any program fees by the specified deadline. If payment is not received by the deadline, and no arrangements have been made, your name will be removed from the class acceptance list and an alternate selected.

The Georgia Master Gardener® Program offers many opportunities to make new friends and enhance your horticultural expertise while becoming involved in fulfilling community service activities. We look forward to receiving your application!

If you have any questions, please contact:

Norlethia Harris, ANR Educator- Norlethia. Harris@uga.edu

Sincerely,

Norlethia Harris, ANR Educator Gabrielle LaTora, ANR Agent James Herrin, ANR Agent



Tell Us About Yourself:

Basic Information:

Name				
Preferred name for name badge (First and Last)				
Mailing Address				
Additional Address				
City	St	ate	Zip	
Phone	Email			
Alternate Phone				

Preferred method of contact:

Phone

Plternate phone

Pmail

Postal mail

The University of Georgia College of Agricultural and Environmental Sciences (working cooperatively with Fort Valley State University, the U.S. Department of Agriculture, and the counties of Georgia) offers its educational programs, assistance, and materials to all people without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status and is an Equal Opportunity, Affirmative Action organization. Provision of demographic information will help ensure we are supporting all members of our community.

Gender:

Male

Female

Non-Binary

Race/ethnicity:

Asian

African American

Native/American Indian/Alaska Native

Native Hawaiian or Other Pacific Islander

Two or more races

White

I am an adult age 18 or older.

Yes

No

If accepted into the program, I consent to have my name, address, email and phone number included in a class roster in the participant binder and provided to local Master Gardener organization members.

Yes

No



I consider this to be a

Your Skills and Interests:

Please select the skills and interests that you want to contribute to or learn more about during your MGEV experience.

I want to know more about:

personal strength:
ing have you had? (credit or non-credit courses, workshops,



Have you done any of the following? If yes, please describe your experience.

	No	Yes	If yes, please describe.
Writing			
 Newspaper articles 			
 Blog posts 			
 Social media content 			
Public speaking/teaching			
 Presented to small or 			
large group?			
• Tour guide?			
Hands-on			
demonstrations?			
Computers/technology			
Organizing events or projects			
 Small events or projects? 			
Large events or projects?			
Organizing people			
 Building teams 			
 Communication 			
strategies			
Managing people			
Advertising and public relations			
Fundraising			
0.1			
Other			
Which skills from your previous pro	ofessional ex	periences w	ould be useful in your role as a Master
Gardener Extension Volunteer?		•	•



Tell Us About Your History as a Volunteer.

Please list any previous volunteer experiences, including nongardening and gardening experiences. Specify organization, type of work, and approximate dates (i.e., garden clubs, professional or hobby associations, plant specialty societies, civic clubs, etc.). <i>Note: Previous volunteer experience is not required to be accepted into the program.</i>
Have you participated in any UGA Extension programs in the past? Please list the most recent. If not, please write "N/A".
Why do you wish to become a Master Gardener Extension Volunteer?
What are some ways you can see yourself volunteer as a Master Gardener in our community?
What are some ways you can see yourself volunteer as a Master Gardener in our community?



If you are selected to be a part of the Master Gardener Extension Volunteer program, your volunteer hours will support the Extension in one of the following activities. Check topics of interest to you:

	••	J	•	•
	Ask a Master Gardener diagnostics – Answer the Extension office. Events may include the the Georgia National Fair, area retail merchal homeowner questions.	med exhibits at loc	al farmer's marke	ts and festivals,
	Youth activities and programs – Work with tactivities with youth in grades 4-12, such as it Master Gardener programs, MG SPROUTS, see	in-class presentatio	ons, school garden	
	Media – Create brochures, newsletters and fly presentations for use in classes; write news a media posts; radio and/or TV.	•		•
	Speakers' Bureau – Prepare a short, 15-20 m to offer horticultural information. Plan and to 20-30 homeowners. Specialty:	teach classes on ba		0 0
	Demonstration and community gardens – Hi maintenance to include weeding and watering garden sites. Provide leadership, coordination	ng; plan and execu	te activities and cl	asses at the
e y	our preference for the following volunteer ex	periences (1 = leas	st preferred; 5 = n	nost preferred)
		LEAST	- PREFERRED	MOST

Rate

	LEAST PREFERRED MOST			MOST	
Telephone/office work at County Extension Office	1	2	3	4	5
Speaking to groups on gardening	1	2	3	4	5
Teaching small groups	1	2	3	4	5
Teaching large groups	1	2	3	4	5
Teaching children/teens	1	2	3	4	5
Teaching adults/senior citizens	1	2	3	4	5
Teaching persons w/disabilities & special needs	1	2	3	4	5
Diagnosing plant problems and providing	1	2	3	4	5
answers/recommendations	_	_	J		,
Newsletter editing/layout	1	2	3	4	5
Writing articles for newsletter/newspaper	1	2	3	4	5
Public relations/publicity	1	2	3	4	5
Working on community landscape projects	1	2	3	4	5
Photographing plants/horticultural activities	1	2	3	4	5
Organizing events	1	2	3	4	5

There will be other volunteer opportunities that will arise throughout the year.	Do you have anything in
mind that you'd be interested in working on that wasn't mentioned above?	

ı			
١			



Where are you comfortable volunteering? (check all that apply)

	Extension office
	garden
	public place
	classroom
	face-to-face
	written
	phone
With w	which audience(s) are you most comfortable? (check all that apply)
With w	which audience(s) are you most comfortable? (check all that apply) Youth
	Youth
	Youth Adult

Describe Your Availability:

Employment Status

Full time employment
Part time employment
Am not employed
Retired
Other

Please indicate times that you are available to volunteer:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8 am – 12 pm							
1 pm – 5 pm							
After 5 pm							



References (required)

Please provide 3 references who are not immediate family members and who reside outside of your home address. They should be familiar with your skills and abilities related to potential duties associated with volunteering, particularly with youth. Local CAES or Extension staff should not serve as references. Individuals will be contacted by Extension.

Reference 1		
Name		
Address		
City	State	Zip
Phone	Email	
How long have	In what capacity	•
you known this	have you known	
person?	this person?	
Reference 2		
Name		
Address		
City	State	Zip
Phone	Email	
How long have	In what capacity	
you known this	have you known	
person?	this person?	
Reference 3		
Name		
Address		
City	State	Zip
Phone	Email	
How long have	In what capacity	
you known this	have you known	
person?	this person?	



Master Gardener Program Agreements:

Initial each statement and sign at bottom to indicate that you understand and agree to the following conditions if accepted into the program.

I understand that submission of this application does not guarantee acceptance to the program. I understand that to be considered as a UGA MGEV Trainee, I will need to complete a UGA Volunteer Agreement, background screening (including motor vehicle records check), interview with Extension personnel, and pay any program fees.

I understand that Georgia Master Gardener® status is acquired only after successful completion of the volunteer training program and volunteer service, including:

Completion of classroom training (minimum of 42 hours), not missing more than 20% of training classes. I am responsible for class material covered in my absence; successfully passing the midterm and final exams with a score of 70% or better on each; and completing 50 hours of volunteer service in support of Extension-approved projects in the county in which I completed training within 12 months of completing classroom training. Any exceptions must first be approved by my local coordinator.

I will not use my Master Gardener Extension Volunteer status to promote any commercial venture or to make money.

I understand that I can continue with the MGEV program after completing the first year. To do so, I will complete an annual Intent to Renew form and meet annual criteria, including 25 hours of volunteer service each year, update my Risk Management Training (RMT), and maintain a current UGA Volunteer Agreement form and background screening, as required by the University of Georgia.

I agree to not use the Georgia Master Gardener[®] title for any commercial publicity or private business purposes. Participating in a commercial activity, associating with commercial products, and giving implied Master Gardener or UGA Extension endorsements to any product or place of business is in violation of the Georgia Master Gardener[®] program policy.

I acknowledge that I have read the above guidelines and will abide by them.

Signature:	_
Date of Application (mm/dd/yyyy):	

Return Application by mailing (postmarked on or before September 15) completed forms to:

North Fulton Extension Office Attn: Norlethia Harris 7741 Roswell Rd, Room 248 Sandy Springs, Ga 30350



The University of Georgia Cooperative Extension Volunteer Agreement

Thank you for agreeing to volunteer with the University of Georgia Cooperative Extension program. In signing this agreement, you are confirming your acceptance for a volunteer role.

- 1. I agree to serve as a volunteer with UGA under the primary direction of Fulton County Cooperative Extension. I understand that if my role involves supervising youth, I will be required to complete a UGA background check and that some duties may include additional training and orientation.
- 2. I agree that my participation in the activities is not in exchange for any consideration (e.g., pay, benefits, the promise of future employment). I acknowledge that, in exchange for my service as a volunteer, I have neither been promised any consideration nor do I expect to receive any consideration. I understand that additional duties may be assigned or specific duties expanded.
- 3. I agree that as a volunteer I am under the primary direction of the unit, county office or department but may be asked to participate in activities that include direction from others within Cooperative Extension and/or other departments in the University of Georgia.
- 4. I agree that, if approved to serve as a volunteer, I will not be acting as a UGA employee or student. I understand and agree that UGA and I both have the right to decline or end my volunteer relationship with UGA at any time, for any reason, and without advance notice.
- I understand that UGA is self-insured through the Department of Administrative Services against state tort claims. This coverage is provided for volunteers in programs organized, controlled and directed by UGA for the purposes of carrying out the functions of UGA.
 I UNDERSTAND THAT COVERAGE DOES NOT APPLY WHEN I DEVIATE FROM THE COURSE OF MY VOLUNTEER DUTIES.
- 6. I understand that, as a volunteer, I will not be entitled to any employee benefits. I understand that UGA may not provide me with any accident, medical, or workers' compensation insurance, and therefore may not be responsible for any accident or medical expenses that I incur in the course of volunteering. If I am an employee of the UGA serving as a volunteer, I understand that I am not covered by workers' compensation laws while acting as a volunteer outside of my normal employment.
- 7. If I utilize my personal vehicle during the course of volunteering, I understand that UGA does not provide comprehensive or collision insurance for my personal vehicle.
- 8. I understand that if my volunteer service involves youth work, I am required to abide by the UGA Cooperative Extension Behavior Guidelines for Adults working with Youth and may be discharged from my duties as a volunteer should I fail to follow these expectations. These guidelines are printed on the reverse of this page and are initialed by me.
- 9. I understand that my participation as a volunteer may involve certain risks In addition; I understand that I may be exposed to other risks which may not be foreseeable. I voluntarily accept these risks.
- 10. I agree to abide by all applicable rules and regulations of UGA and any of the department or units where I engage in volunteer activities. I also agree not to disclose any confidential information concerning youth program participants, research subjects, unpublished research data, and other confidential information of which I may learn in the course of my volunteer service. I acknowledge and agree that any intellectual property I may create in the course of my activities at UGA shall be the property of UGA.
- 11. I understand that as a volunteer I must self-report any arrest, charge, or criminal conviction occurring after the date of my background check to my program/activity administrator prior to returning for service.
- 12. I hereby grant permission for my images, likeness, and voice to be recorded in any media and to be used by the University of Georgia and Georgia 4-H on behalf of the Board of Regents of the University System of Georgia in any publications, media or technology now known of or hereafter developed in the future for any lawful purpose whatsoever without further permission from me. I understand I will not be compensated further for use of these recordings.

Volunteer's Signature	Date
Volunteer's Printed Name	Volunteer's Phone #
Volunteer's Address	Volunteer's Email Address
Extension Faculty Printed Name Norlethia Harris	Primary Extension Office location Fulton County Cooperative Extension
Extension Faculty Signature	Date

College of Agricultural & Environmental Sciences UNIVERSITY OF GEORGIA

Adult Behavior Guidelines

The University of Georgia Extension establishes the following code of conduct for adults. These general behavioral expectations apply to any adult, including faculty, staff, and volunteers working or volunteering in a capacity that includes children under the age of eighteen and/or youth program participants.

Adults are expected to comply with the following:

- Work cooperatively with youth, families, University of Georgia faculty, staff, volunteers, community
 members and others in a courteous, respectful manner demonstrating behaviors appropriate for a
 positive role model.
- Represent the University of Georgia College of Agricultural and Environmental Sciences' Cooperative Extension programs with pride and dignity, behave appropriately, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Respect, adhere, and enforce the 4-H Code of Conduct as well as other rules, policies and guidelines established by UGA Extension and event coordinators including state laws and regulations.
- Respect the privacy of all individuals in situations such as toileting, showering and changing clothes. When it is
 necessary to supervise minors, at least two leaders should be present and only to the extent that the health and/or
 safety requires.
- Do not touch minors in a manner that a reasonable person could interpret as inappropriate. Always avoid touching areas that are normally covered by swim suits. When hugging is appropriate, hug from the side over the shoulders, not from the front.
- Recognize that physical punishment is not an appropriate form of discipline and will not be allowed.
 Physical punishment includes physical actions that may not be expected of an individual during the program and are assigned to a young person as a consequence for misbehavior.
- Recognize that verbal abuse, physical abuse, or committing criminal acts may be grounds for termination as an Extension volunteer. Abusive behavior towards youth or other adults including failure to provide adequate health and safety measures, inadequate care or supervision, emotional mistreatment of members, or verbal or physical abuse will not be tolerated.
- Under Georgia law, report any mistreatment of youth to the proper authorities. All staff are considered mandatory
 reporters for purposes of the Policy and must report incidents involving sexual or physical abuse or neglect of a
 minor immediately to the Program/Activity Administrator, the UGA Police Department, AND the Georgia
 Department of Family and Children Services (DFCS).
- Comply with equal opportunity and anti-discrimination laws and policies. The University of Georgia prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status.
- Treat animals humanely and encourage youth and adults to provide appropriate and ethical care.
- Strive for a minimum of two adults at any activity involving youth. Adults, in most cases, should not be left alone with a single child unless the adult is the parent/guardian of that child.
- To be housed in overnight settings in separate sleeping areas from children when possible. When this is not possible, parent/guardians should be furnished a letter explaining the situation and informing the parent/guardian that his/her child will be housed with an adult in the same room.
- Substance Use Prohibited Do not use, possess or be under the influence of alcohol, illegal drugs, or any prescription medication that impairs your ability to perform your duties during the Program/Activity.
 - o Do not condone others' use of alcohol or illegal drugs during the Program/Activity.
 - Smoking and tobacco use is prohibited at all Extension 4-H events.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner.
- Accept responsibility to promote, conduct, and support 4-H in order to develop an effective local, county, district and state program.
- Recognize the following behaviors are inappropriate and will not be tolerated in the presence of youth during Extension youth activities or events:
 - consumption of alcohol, illegal drugs, and controlled substances
 - o promotion of religious or political preferences
 - o theft, pilfering, or fraud
 - o use of tobacco products and e-cigarettes
 - o sexual advances or activities involving youth
 - willful damaging of property
 - o permitting passengers to ride in motor vehicles without seatbelts
- o permitting youth or adults to ride in the back of trucks
- o behaviors that are illegal under law

I have reviewed and understand these behavior guidelines.	
Volunteer's initials	Date



Georgia Master Gardener Extension Volunteer General Role Description (Trainee)

(Must be included as part of the volunteer application and Volunteer Agreement)

ROLE TITLE: Georgia Master Gardener Extension Volunteer Trainee

SUPERVISOR: Gabrielle LaTora, ANR Agent

James Herrin, ANR Agent Norlethia Harris, ANR Educator

LOCATION: North Office: 7741 Roswell Rd, Sandy Springs Ga, 30350

South Office: 1757 Washington Rd, East Point Ga 30344

GOAL OF MASTER GARDENER PROGRAM:

The Master Gardener program in Georgia is a volunteer training program designed to help University of Georgia Cooperative Extension staff transfer research-based information about gardening and related subjects to the public by training home gardeners. Through this program, Cooperative Extension is able to reach out and serve more citizens with educational programming and demonstrations. Master Gardener Extension Volunteers complement, enhance, and support on-going Agriculture and Natural Resources educational programs using applied research and the resources of University of Georgia. The Georgia Master Gardener Extension Volunteer Program is a county-based volunteer program designed as an educational program delivery system and teaching resource to assist Cooperative Extension with the main goal of addressing community non-commercial, horticulture and gardening issues and needs.

VOLUNTEER QUALIFICATIONS:

- Available 92 hours in the first year for training and project implementation (25 hours each year thereafter)
- Interest in teaching Georgians about horticulture and gardening
- Basic knowledge of gardening and horticulture preferred
- Enthusiasm
- Ability to communicate with others
- Knowledge of community resources
- Previous volunteer experience a plus

VOLUNTEER RESPONSIBILITIES:

- Participate in appropriate orientation, training, planning, and evaluation sessions (completing the required 42 hours of classroom training before volunteering), and keep up-to-date on the latest horticulture information, including annual completion of Risk Management Training (RMT).
- Complete a University of Georgia Volunteer Agreement and background screening.
- Provide reliable, unbiased information in accordance with published Cooperative Extension resources.
- Promote awareness of Cooperative Extension.





Fulton County Cooperative Extension 1757 Washington Road East Point, Ga 30344

- Maintain records of volunteer service, including hours volunteered, contributions, and results. Report records to the Agent, coordinator, or other supervisor as directed.
- Wear an official UGA Master Gardener Extension Volunteer nametag while volunteering on behalf of UGA.
- Exercise personal integrity as a volunteer.
- Uphold the policies and follow the procedures of the UGA CAES MG Extension Volunteer Program.
- Follow through with completion of educational programs/projects, communicating about problems and successes.
- Identify needs for training and participate as a team member of UGA CAES Extension.
- Participate in approved UGA Extension projects. Indicate on the attached sheet the projects/teams in which you are interested in volunteering.

TRAINING AND/OR RESOURCES TO BE PROVIDED:

- Master Gardener Extension Volunteer training sessions (42 hours)
- Periodic organizational/ educational meetings
- Master Gardener Extension Volunteer reference manuals available for use in office
- · Horticulture library in office
- · Consultations with Cooperative Extension staff

TIME ESTIMATE:

- Master Gardener Extension Volunteer Training: 42 hours
- Volunteer Service: 50 hours (about 4-5 hours per month) minimum during the first year after training
- Periodic organizational/educational meetings: 1-2 hours per month

BENEFITS:

- Participate in training programs in all aspects of basic horticulture.
- Learn new skills and sharpen old ones.
- Meet and work with other individuals interested in horticulture.
- Receive basic program materials at minimal cost.

INTENT TO VOLUNTEER

I,, commit to at least 42 hours of training and 50 hours of volunt time as a UGA Master Gardener Extension Volunteer Trainee, following program policies and procedures, with one year of the date on this role description.	
MGEV Trainee	Date
Agent	