



2024 Extension Master Gardener Volunteer Program Information and Application

Mission

The purpose of the Sedgwick County Extension Master Gardener (EMG) Volunteer Program is to provide opportunities for gardening enthusiasts to expand their knowledge of horticulture and to actively share that knowledge with the community.

Participation Guidelines

- Be a resident of Sedgwick County, age 18 or older, and have a high school diploma or equivalent.
- Possess a broad interest in horticulture and be willing to work with and teach others.
- Support the objectives of the K-State Research and Extension-Sedgwick County and the Extension Master Gardener Volunteer Program.
- Have a working knowledge of computers for internet, e-mail, and virtual meetings (Zoom).
- Read and comprehend an extensive class handbook, either digitally or in print, and other support materials for classroom sessions.
- Attend weekly basic training sessions. Classes begin Thursday, September 5 and run through Thursday, December 12 (no class on October 24 or November 28). Morning classes are 9:00 – 11:00 am in person at the Extension Center 4-H Hall, 7001 West 21st Street North. Afternoon classes are 1:00 – 4:00 pm on Zoom. Both sessions are required each Thursday; make-up lessons in case of excused absences may be required.
- Complete a minimum of 48 volunteer hours during the first year after Basic Training, including 12 hours (4 three-hour shifts) of Hotline, 4 hours of an outreach committee project, and 32 hours on the committee(s), events, and/or approved projects of your choice.
- Continued distinction as an EMG Volunteer in good standing requires completion of 18 hours of advanced training and 48 volunteer hours every year beginning your intern year.

Your Role as an Extension Master Gardener

The following volunteer activities are venues of EMG volunteer service to the community. As a volunteer, you will have the opportunity to choose among these activities to complete your volunteer hours.

Arboretum & Gardens

We have extensive plantings, primarily on the Extension grounds, that are planned, planted, and maintained by the EMGs.

- Arboretum
 - Trees
 - Roses
 - Entry gardens
 - Ornamental Grasses
 - Shrubs
 - Nature Trail
- Demonstration Garden
- Grounds
- Historic Herb Garden at Cowntown

Education & Outreach

Providing gardening education and outreach is a core mission of the EMG Volunteer Program. Volunteer opportunities exist for working with youth, special needs audiences, and community gardens. We also train EMGs to give presentations around the community and to answer questions on the hotline.

- Community Gardens/Plant A Row for the Hungry
- Compost
- Garden Hotline
- School Gardening
- Social Media Outreach
- Speakers Bureau/Community Booth Outreach
- Therapeutic Gardening
- Youth Education

Special Events & Fundraising

Our special events and fundraising activities are fun days that allow everyone to work together. Each event has its own focus and flair. Events involve significant planning work throughout the year. EMGs plan and run the events and can also choose to work at events without participating in the planning.

- Design & Grow Gardening Workshop
- Youth Lawn Mowing Clinic
- Tools and Treasures Sale
- Spring Garden Fair and Plant Sale
- Garden Tour

Program Support Activities

EMGs enjoy educational and fun trips planned by the Educational Tours committee. The Hospitality Committee is responsible for organizing potlucks, other meals, and celebrations for the EMGs. The MG Library maintains materials used by EMGs for education and enrichment. The MG Newsletter, written and edited by Master Gardeners, keeps the EMGs informed about upcoming events and current horticultural trends.

Application Process

- Those interested in the EMG Volunteer Program are invited to an Information Meeting at the Extension Education Center, **2:00 pm on July 18, 2024, in 4-H Hall.**
- Applications are available at the Information Meeting, from the Volunteer Coordinator, or on the website at www.sedgwick.ksu.edu/mastergardener
- Completed applications may be emailed to debraharries@ksu.edu. If preferred, applications may be mailed or brought to the Sedgwick County Extension Education Center, 7001 West 21st St N, Wichita, KS 67205. Applications must be postmarked or delivered by **5:00 pm on July 25, 2024.**
- Personal interviews will be conducted in August. Acceptance or denial emails will be sent by Friday, August 30, 2024.

Class size is limited. Participants are chosen according to gardening experience, volunteer availability and interest, and the needs of the EMG Volunteer Program.

To make sure you receive communications regarding the EMG Program and its deadlines, important dates, and meetings, please add this email to your computer address book: debraharries@ksu.edu (Debra Harries, EMG Volunteer Coordinator). This might not prevent these emails from going to your spam folder so do check that often. If you have questions, please call Debra Harries at 316-660-0138.

For office use only: Date Rec'd _____ Attended Info Meeting? Yes No
Interview Date/Time _____ Accepted? Yes No

NOTE: RETURN PAGE 3-7 OF THIS APPLICATION; KEEP PAGES 1-2 FOR YOUR INFORMATION

**K-State Research & Extension - Sedgwick County
Extension Master Gardener Volunteer Program Application 2024**

Name _____

Preferred Phone _____

Address _____

Other Phone _____

City/Zip _____

Email Address _____

Briefly describe your experience and/or training in gardening/horticulture:

List three or more gardening/horticulture areas in which you have the most specialization, experience, or expertise:

Do you belong to a garden club or environmental group? If so, which one(s)?

Please list past volunteer experiences, community involvement, or civic activities and positions held:

Please list your occupation (or what you did before you retired) and any skills in non-horticultural areas such as writing, computers, graphics, art, photography, etc.) that might be relevant to your volunteer activities:

Have you applied for the Extension Master Gardener Program before? If so, when?

Why do you want to become a Sedgwick County Extension Master Gardener Volunteer?

Extension Master Gardener Volunteer Service

Please indicate when you are available for volunteering with the EMG Program:

Weekdays _____ Evenings _____ Saturdays _____ Sundays _____

Do you anticipate any circumstances that would keep you from attending class, fulfilling the minimum volunteer commitments, or participating in other volunteer activities? If so, please describe here:

Email is our primary method of communication. We use an online database to track volunteer and training hours and an online program for volunteer commitment at special events. Half of our required basic training is online via Zoom, and there may be Zoom-based meetings and trainings throughout the year. Are you comfortable and proficient using a computer for internet, e-mail, and virtual meetings (Zoom)?

In what types of volunteer activities are you excited to be involved?

K-State Research & Extension uses unbiased, scientific research and trial information to make its recommendations. If these recommendations differ from your personal gardening practices or beliefs, will you be able to share the K-State recommendations with people who are seeking horticulture advice from you?

Yes _____ No _____

If you answered no, please explain:

Signature _____ Date _____

K-State Research and Extension is an equal opportunity provider and employer. K-State Research and Extension is committed to providing equal opportunity for participation in all programs, services and activities. Program information may be available in languages other than English. Reasonable accommodations for persons with disabilities, including alternative means for communication (e.g., Braille, large print, audio tape, and American Sign Language) may be requested by contacting the event contact (Matthew McKernan) two weeks prior to the start of the event (July 5, 2024) at 316-660-0100 or mckernan@ksu.edu. Requests received after this date will be honored when it is feasible to do so. Language access services, such as interpretation or translation of vital information will be provided free of charge to limited English proficient individuals upon request. Kansas State University Agricultural Experiment Station and Cooperative Extension Service.

**Extension Master Gardener
Volunteer Information Profile**

K-State Research and Extension takes seriously its obligation to provide a safe environment for all persons involved in our programs. This application is designed to be an information-gathering aid to successfully match the applicant's skills and interests with the appropriate volunteer positions and needs of the organization. Answers given by the applicant will be verified in those instances where a legitimate question arises as to his/her qualifications.

General Information (please print legibly)

Name _____
(First) (Middle Initial) (Last)

Mailing Address _____
(Street, Box, Route, Apt #) (City) (State) (Zip)

Street Address _____
(If different from above) (Street, Apt #) (City) (State) (Zip)

How long have you been at this present address? _____ Years

Preferred Phone # _____ **Other Phone #** _____

Best time to call? AM ____ PM ____

May we call you at work? Yes ____ No ____ N/A ____ **Work Phone #** _____

Email _____ **Birthdate:** Month _____ Day _____

Do you have a current and valid driver's license? Yes ____ No ____

Do you currently have vehicle insurance coverage as required by the State of Kansas? Yes ____ No ____

References

List two people ***not related to you*** who are familiar with your character and your qualifications as it relates to volunteer work. (Do not list Extension agents or staff.) References will be checked when necessary.

1. _____
(Name) (Daytime Phone) (Evening Phone)

(Email address) (Association to you)

2. _____
(Name) (Daytime Phone) (Evening Phone)

(Email address) (Association to you)

The Sedgwick County Extension Master Gardener Volunteer Program is very concerned that volunteers be appropriate role models.

Please complete all questions below. A 'Yes' answer does not automatically exclude you from becoming an Extension Master Gardener Volunteer.

Have you ever had a problem with (check all that apply):

a. Substance abuse: alcohol, tobacco, or other drugs?

No ___ Yes ___ If Yes: Charged ___ Convicted ___

b. Criminal behavior: Felony or Misdemeanor

No ___ Yes ___ If Yes: Charged ___ Convicted ___

c. Child abuse or neglect:

No ___ Yes ___ If Yes: Charged ___ Convicted ___

Have you ever had your driver's license suspended or revoked? No ___ Yes ___

If 'Yes' to any of the above, please elaborate:

If 'Yes' to any of the above, please describe what steps you have taken to correct the problem(s):

Other than the above, are there any other facts or circumstances involving you or your background that would affect your ability to be entrusted with the supervision, guidance, and care of youth under the age of 19?

No ___ Yes ___

If yes, please explain:

Commitment

Thank you for your interest in the Extension Master Gardener Volunteer Program and for completing the application. It will be reviewed, and you will be contacted during August to schedule an interview.

Please be sure to sign and date this agreement.

I wish to become a Sedgwick County Extension Master Gardener Volunteer Program trainee and will attend the training sessions that begin on Thursday, September 5, 2024, and continue each Thursday from 9:00 am to 4:00 pm through December 12, 2024. I understand that the exact schedule will be finalized in August. All sessions will be held in 4-H Hall at the Sedgwick County Extension Education Center located at 7001 West 21st Street North, in the mornings, and online in the afternoons.

I understand that if I am accepted into the program, I am entering into a commitment to return a minimum of 48 volunteer hours to the Horticulture and/or Extension Master Gardener Volunteer Program by December 31, 2025, the end of my intern year. I further understand that continued distinction as an EMG Volunteer in good standing requires completion of 18 hours of advanced training and 48 volunteer hours each year.

In exchange for volunteer hours, Extension Master Gardener Volunteers will receive at least 48 hours of Horticultural training provided by K-State Research & Extension Specialists and County Extension Agents and recognized horticultural leaders in the community.

Extension Master Gardener Volunteers are expected to provide recommendations to the public based on K-State research-based information and to provide educational program assistance in support of the Sedgwick County Extension Education Program. Extension Master Gardener Volunteers may not participate in the K-State Research & Extension Master Gardener Volunteer Program for personal financial gain or for commercial recommendations or endorsements.

Extension Master Gardener Volunteers operate under the supervision of a trained extension professional responsible for monitoring their performance and the progress of their continuing education.

Individuals accepted into the Extension Master Gardener Volunteer Program may be required to undergo a background check. All information is strictly confidential.

I agree to pay the \$120.00 enrollment fee to cover fees and costs for Extension Master Gardener Basic Training. I understand that there is a confidential scholarship application that is available upon request.

Signature _____ Date _____

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