



UC Master Gardener
University of California
Agriculture & Natural Resources

Master Gardener Program-Solano
501 Texas Street, Fairfield, CA 94533
707-389-0645

September 11, 2026

Thank you for your interest in the University of California Master Gardener Program! Attached are the application and program details.

The program is part of UC Cooperative Extension, where trained volunteers provide research-based gardening education to the public. No prior experience needed—just enthusiasm for gardening and community service.

Training details:

- Fridays, 9:00 a.m.–1:00 p.m., approximately 15–16 weekly sessions (about 8 classes in Davis and 8 in Fairfield)
- Hands-on activities and group work; attendance is mandatory
- Final exam requires a 70% passing score
- 50 volunteer hours required in the first year

Cost: \$125 tuition covers textbooks, materials, and fingerprinting (required for all volunteers, even if previously done). We'll arrange fingerprinting during class.

Timeline:

- Application deadline: September 30, 2026, 5:00 p.m.
- Interviews (for selected candidates): October–early November 2026
- Class begins: January 2027
- Zoom Question and Answer session on September 16, 2026, at 12 pm. Email me if you would like to attend and I will provide the Zoom link to you.

Spots are limited and reviewed by committee. Questions welcome!

Sincerely,

Jennifer Baumbach
Program Coordinator, UCCE Master Gardeners
Solano and Yolo Counties
707-389-0645 jmbaumbach@ucanr.edu



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Volunteer Position Description

Purpose: Trained volunteers provide research-based home gardening education to Solano County residents through UC Cooperative Extension (UCCE).

Core Values (summary):

- Focus on education, not labor or paid consulting; neutral on commercial products
- Programs serve adult home gardeners, shaped by community needs and feedback
- Respect diverse viewpoints and learning styles; guide, don't dictate, decisions
- Open and inclusive to all, per equal opportunity policies
- Info is research-based, accurate, and free of personal recommendations
- Promotes sustainable, environmentally sound gardening practices
- Hands-on, learn-by-doing teaching approach
- Build skills and confidence, encouraging volunteers to share knowledge further
- Represents UCCE visibly and professionally (badges, branded materials)
- Operates as a nonprofit under UC's 501(c)(3) status; fees cover costs only, funds are public

Program Requirements:

- Complete ~16-week training (Fridays, 9 a.m.–1 p.m., Jan–April); only 1 excused absence allowed
- Pass weekly quizzes and a final exam (70%+)
- Complete 50 volunteer hours within the first year; 25 hours/year + 12 hours continuing education annually thereafter
- Participate in diverse volunteer activities (hotline, farmers' markets, demonstrations, etc.) Communicate professionally, manage time well, and complete assigned tasks independently
- Represent yourself as a Master Gardener when reporting volunteer hours (badge, title, etc.)

- **Never use the MG title for commercial or personal financial gain**

Supervision: The Master Gardener Program Coordinator oversees volunteer assignments, training, and support (office space, phone, supplies, copies of materials).



Adult Volunteer Code of Conduct

We appreciate your volunteer service to the University of California Agriculture and Natural Resources (UC ANR) and the valuable link you provide to local communities. When in the course and scope of your duties, you are considered an agent of the University of California (UC) and have the following rights and responsibilities.

Your Responsibilities

1. Recognize, honor and uphold the responsibility and authority of the statewide and local program personnel in setting program priorities, standards and direction.
2. Be committed to the mission, program trajectory, core values, educational goals, and quality standards of the statewide program.
3. Follow all health and safety requirements and guidelines related to statewide program activities, gatherings, projects, etc.
4. Respect people (including oneself, fellow volunteers, program personnel, and community members) and property of program participants and community members.
5. Take personal responsibility for the resolution of any interpersonal conflict that may arise, whether with fellow volunteers, program participants, program staff and/or other UC personnel; thereby demonstrating positive conflict resolution skills to all involved.
6. Prohibit discrimination against or harassment of any person in any statewide program or statewide program activity. Report instances of harassment, discrimination, or racism based on a protected class, such as age, ancestry, color, gender, gender expression, gender identity, genetic information, family/parental status, medical condition, mental disability, national origin, physical disability, race, religion, sex, sexual orientation, and veteran or military status to UC ANR personnel.
7. When driving on UC business, possess a valid California driver's license and carry proof of the minimum automobile liability insurance required by UC; and ensure that all passengers use seat belts.
8. Follow UC personnel guidance, directives and timelines for all financial matters, including banking, reporting and providing receipts for all income and expenses.
9. Volunteers may be held liable for property damage or personal injuries caused by their property and should carry insurance. This may include incidents involving tools, equipment, vehicles, animals, etc.
10. Adhere to and help enforce program policies and procedures referred to in the Policy Handbook (see [California 4-H Policy](#), [UC Master Food Preserver Policy Handbook](#), and [UC Master Gardener Policy Handbook](#)).
 - a. Report volunteer hours regularly if required by the statewide program.
 - b. Be recognized as an agent of the UC when working in the course and scope of your volunteer duties by wearing your program name badge and/or dress when acting as a volunteer.

Your Rights

1. To be respected by program personnel.
2. To have access to current program materials, training, and curriculum to support program delivery.
3. To be informed of any infraction that may or does result in corrective action or dismissal from the program.
4. To be in an environment free from harassment, discrimination, and racism based on a protected class, such as age, ancestry, color, gender, gender expression, gender identity, genetic information, family/parental status, medical condition, mental disability, national origin, physical disability, race, religion, sex, sexual orientation, and veteran or military status.
5. To make written complaints concerning statewide programs, policies or personnel as described in the Policy Handbook (see [California 4-H Policy](#), [UC Master Food Preserver Policy Handbook](#), and [UC Master Gardener Policy Handbook](#)).



The following are prohibited when acting on behalf of a UC ANR statewide program:

1. Failure to act in a supportive and cooperative manner with program stakeholders, failure to adhere to the programmatic goals established by the program staff and/or failure to support [UC ANR's Principles of Community](#).
2. Violation of the UC ANR Volunteer Agreement or Adult Volunteer Code of Conduct.
3. Possession or use of alcohol, tobacco/tobacco products, e-cigarettes, marijuana/marijuana products, illegal drugs and/or other inappropriate materials (or to be under the influence thereof) when involved in a statewide program activity.
4. Use of abusive, obscene, discriminatory or racist language at any program activity, including intentionally or unintentionally derogatory comments, slights, questions, jokes, memes, and shame that target individuals or groups based on a protected class, such as age, ancestry, color, gender, gender expression, gender identity, genetic information, family/parental status, medical condition, mental disability, national origin, physical disability, race, religion, sex, sexual orientation, and veteran or military status.
5. Attack or harassment of another person, whether visual, verbal, physical, and/or by the use of social media, includes actions or comments that target individuals or groups, including those who are members of a protected class (see #4).
6. Private, one-on-one interactions with youth members at *any time*, both during program activities and outside of program activities, (other than as approved by the youth member's parent/guardian), or an exceptional circumstance such as an emergency.
7. A romantic relationship with any youth member at *any time*.
8. Behavior that is illegal, unsafe, or contrary to the UC commitment to the [highest standard of ethics](#).
9. Firearms are prohibited at all UC activities and events, except for 4-H Shooting Sports activities.

Consequences

All UC ANR volunteers and trainees shall act in ways that promote and support statewide program goals and do not conflict with statewide program policies and procedures. Infractions of this Adult Volunteer Code of Conduct should be reported promptly by anyone observing them to program staff. The UCCE County Director (except in 4-H, the designated representative) may, if necessary and with guidance from the Statewide Volunteer Coordinator, immediately limit, suspend or terminate the services of any statewide program volunteer.

Further, the UCCE County Director (except in 4-H, the designated representative) may, if necessary in their sole judgment, waive the formal review process and immediately suspend or terminate a volunteer if in the best interest of the program (e.g., a potential threat to public safety, receipt of notice that the volunteer is the subject of a criminal investigation, contributing to a hostile environment for staff or volunteers, and/or other conditions that cannot be remedied with corrective action). In such instances, the decision of the UCCE County Director (except in 4-H, the designated representative) is final. The [Volunteer Conflict Resolution Manual](#) is intended to serve as a process guide for working through infractions.

*When referring to regional (outside the authority of a single county) or state level infractions, this authority extends to the specific Statewide Program Director.

I understand that my appointment as a UC ANR statewide program volunteer is contingent upon my agreement to this document. Failure to comply with these guidelines may result in termination as a volunteer.

*If you need to clarify any portion of this document before agreeing, contact your local UCCE office.

Name (print)

Signature

Date



UC Master Gardener Volunteer Application Form

[UC Master Gardener Program Administrative Handbook, Appendix 2.](#)

The UC Master Gardener Program mission is “to extend research-based knowledge and information on home horticulture, pest management, and sustainable landscape practices to the residents of California and be guided by our core values and strategic initiatives.” Join us!

County _____ Date of Application _____

Preferred First Name _____ Preferred Middle Name _____ Preferred Last Name _____

Legal First Name _____ Legal Middle Name _____ Legal Last Name _____

Mailing Address _____ City _____ State _____ Zip _____

Home Phone (with area code) _____ Cell Phone (with area code) _____

Email Address (required) _____

Applicants selected for UC Master Gardener Program training must complete a criminal background check (required of all UC agents and volunteers) through the California Department of Justice (DOJ). Prospective participants who have lived outside of California within the last 10 years will need to undergo a national screening. Your response will help us understand which screening instructions to provide. How long have you been a resident of California?

County Use Only							
Driver's License # Expiration Date	Legal Name Provided	Proof of Auto Liability Insurance	Background Check Completed	Orientation	Code of Conduct/Rights & Responsibilities	Date Received	Cash or Check # _____ Fees Paid \$ _____



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Please answer the following questions. Attach additional pages if necessary.

1. What excites you about being a UC Master Gardener?
2. How do you plan to use the information you learn in the UC Master Gardener Program to improve and strengthen California communities?
3. Volunteering is the heart of the UC Master Gardener Program. What volunteer groups have you been involved in (e.g. schools, food banks, service clubs, youth groups, community organizations)? What types of activities have you done with these groups (e.g. food distribution, community organizing, translation services)?
4. In order to reach all Californians, the UC Master Gardener Program is working to improve the cultural competency of volunteers and to improve outreach to more communities. Please share any work that you have done, personally or professionally, to make yourself or an organization more inclusive to others.
5. Please describe any gardening, garden education, outdoor education, or online education experience or share why you are interested in gardening.



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6. UC Master Gardener Program volunteers are teachers and communicators. Please list your experience with any of these teaching/communication methods: Public speaking, demonstrations, one-on-one consultations, and writing for print or social media. Please be sure to include both online and in-person communication experience.
7. Please share any non-gardening skills you would bring to the program. Skills could include speaking and writing in languages other than English, experience with community organizing, graphic design or photography expertise, and so on.
8. Like many organizations, the UC Master Gardener Program relies on technology to deliver its mission. Please describe your proficiency with technologies such as e-mail, video platforms (like Zoom), blogs, and so on.
9. UC Master Gardener Program trainees are required to complete a training course. Training dates, times, length, and format (e.g. online, in-person, hybrid) differ by county. Will you commit to attend all sessions? Can you access the internet to complete your training or volunteer service? Following the training, volunteers complete volunteer hours and continuing education hours annually (50 volunteer hours in the first year; 25 volunteer hours and 12 continuing education hours thereafter). Given your understanding of the program, how do you plan to meet these requirements?
10. How did you learn about the UC Master Gardener Program?



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Demographic information:

The UC Master Gardener Program is open to all. We collect the following demographic information to know if we are reaching all community members. This portion of the application is voluntary and will be used for reporting purposes. The categories listed are those required by UC and the United States Department of Agriculture (USDA).

Gender (check one):

- ☐ Woman ☐ Man ☐ Non-binary ☐ Gender not listed ☐ Decline to state

Race/Ethnicity (check all that apply):

- ☐ American Indian or Alaskan Native: A person with origins among any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- ☐ Asian: A person with origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent—including, for example, the peoples of Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ Black or African American: A person with origins in any of the Black racial groups of Africa including, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, and Somali.
- ☐ Hispanic or Latino/a: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish-speaking culture or origin, regardless of race and/or a person of Latin American culture or origin.
- ☐ Middle Eastern or North African: A person with origins in any of the original peoples of the Middle East or North African, including, for example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, and Israeli
- ☐ Native Hawaiian or Pacific Islander: A person with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ White: A person with origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ Race/ethnicity not listed.
- ☐ Decline to state.



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I wish to be considered for acceptance into the UC Master Gardener training program offered by UC Cooperative Extension. I understand that if I am accepted, I will become a certified UC Master Gardener when I complete ____ weeks of classes and achieve a score of 70% on a written examination. Upon acceptance into the training program, I agree to sign the [University of California Agriculture and Natural Resources \(UC ANR\) Adult Code of Conduct](#), adhere to the [UC Master Gardener Program Policy Handbook](#), uphold the [University of California's Non-discrimination commitment](#), and adhere to the [highest ethical standards](#).

In exchange for the training made possible by the UC Master Gardener Program, I will: attend all required training classes, volunteer at least 50 hours with the UC Master Gardener Program within one calendar year of my graduation (expected ____), regularly submit volunteer hours, and follow all University policies and procedures.

UC Regents retains a non-exclusive license to use images, video, and educational content created by UC Master Gardener volunteers while acting as agents of UC.

I understand that I will be required to submit to a criminal background and fingerprint screening (California Department of Justice Live Scan) prior to the beginning of the training program.

Signature: _____ Date: _____

Please return this application to the address listed below. Applications must be received by 5:00 p.m. on ____.

Late applications will not be accepted.

UC Master Gardener Program of _____ County

Address: _____

City, CA Zip: _____

Phone: _____ Email: _____ Website: _____

In compliance with the California Information Practices Act of 1977, the University of California Cooperative Extension (UCCE) requests personal information for UC Master Gardener Program use only. Applicants may inquire how their data is used by contacting the local office and/or the UC Master Gardener Program statewide office (2801 2nd Street, Davis, CA 95618-7779).

The authority provided for the requested demographic information comes under the Smith-Lever Act of 1914 and Article IX, Section 9 of the State of California Constitution. Demographic information collected (including race, ethnicity, and gender) complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the U.S. Department of Agriculture Extension Service's reporting requirements. We share this information with the Federal government for Affirmative Action and the Federal *Affirmative Action Reports*. *Submission of demographic data is voluntary*. The University of California Agriculture & Natural Resources (UCANR) is an equal opportunity provider. Complete nondiscrimination policy statement can be found at <https://ucanr.edu/site/anr-employees/nondiscrimination-statements>. Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.