

Hello Potential Master Gardener applicant,
Please select how you wish to complete the application form:

1. Hardcopy:

- Print the documents.
- Enter information into the hardcopy.
- Add your signature and date to the last page of the application.
- Make a copy for your files prior to submission.
- Mail the hardcopy of the application to the UCCE office.

Or

2. Computer entry: On your computer enter information into the pdf writable application.

- Prior to entering data into the pdf writable application form, save the application packet to your computer.
- Enter data, save the file again under a new name.
- Print, add your signature and date to the last page of the application.
- Mail the hardcopy to the UCCE office.

Fax or Emails cannot be accepted.

UC Master Gardeners of Sacramento County

Mailing address:

UCCE Sacramento

UC Master Gardeners

4145 Branch Center Road

Sacramento, CA 95827

September 10, 2024

Dear potential applicant,

We are excited that you are interested in joining our UC Master Gardeners of Sacramento County volunteer program. We look forward to learning more about you through this application process. Please let your passion and love of plants and community volunteering shine through in your application.

Our application packet includes three important documents:

- Volunteer Position Description
- Volunteer Activities Descriptions
- Application

Please take the time to read all these materials including looking at the [Master Gardener website](http://sacmg.ucanr.edu) (sacmg.ucanr.edu) prior to completing the application, and if you have any questions reach out to our office for assistance. Applicants are required to be residents of Sacramento County.

The UC Master Gardeners of Sacramento County are trained and dedicated volunteers who are non-paid staff 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. 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 UC Master Gardener Program. Master Gardeners are committed to public service; therefore, anyone who wishes solely to advance their career through the UC Master Gardener Program need not apply.

To become a certified Master Gardener, you will:

- Successfully complete an 18-week training program in plant science and horticulture.
Coursework will include the following:
 - basics of soils
 - irrigation and fertilization
 - water conservation
 - plant identification
 - control methods for insects, diseases and weeds
 - proper care for vegetables, fruit and landscape trees
 - turfgrass
- Complete homework, pass weekly quizzes, and pass a final, open book exam.
 - Homework may include videos, webinars, reading and the weekly quiz.
- Classes will be held every Wednesday morning from 9:00am – 2:30pm, January 15 - May 14, 2025.
- Class locations will rotate between the Sacramento UCCE office and the Fair Oaks Horticulture Center.
- All training topics must be successfully completed by attending the sessions. Life circumstances happen, alternative training may be available for an excused absence.

Following successful completion of the training program:

- Serve at least 50 volunteer hours of volunteer service on approved Master Gardener activities during the first year (May 2025 – June 2026). The hours will include:
 - Minimum 12 hours (four 3-hour shifts) in the Cooperative Extension Master Gardener office responding to homeowner inquiries on the telephone, email and in person.
 - Minimum of two shifts at information tables held at various nurseries and local events.
- Attend monthly meetings held at the Cooperative Extension office the second Tuesday evening of each month. Meetings are not held in August and December. Zoom participation is occasionally available.
- Submit monthly reports of volunteer and continuing education activities using our online Volunteer Management System (VMS).

During each subsequent year to remain a certified Master Gardener, you will:

- Volunteer at least 25 hours on approved Master Gardener activities.
- Complete twelve hours of continuing education
- Attend Master Gardener monthly meetings.
- Submit monthly reports of volunteer and continuing education activities.

Applications must be received in our office by **5:00pm on Thursday, October 10, 2024**. Late submissions cannot be processed. Due to the large number of applications we anticipate, not all applicants will be accepted. The application process includes three mandatory steps:

- Submitting a written application
- Attending a Meet the Master Gardener session
- Participating in a personal interview

Meet the Master Gardener sessions are an orientation to be held Tuesday, October 15, 2024, 9:00am-11:00am or 6:30pm-8:30pm. This is a two-hour, required meeting that will give you the opportunity to learn more about UC Cooperative Extension and the Master Gardener Program.

Master Gardeners currently in the program will discuss the training procedures and our volunteer activities. Applicants can select one of the sessions to attend. RSVP is not necessary. Following the orientation those still interested in becoming a Master Gardener volunteer will schedule a personal 20-minute interview. Interviews will be held Saturday, October 19 - Thursday, October 24, 2024. Applicants who do not attend the mandatory orientation will not be contacted to schedule an interview. You will be notified in writing of your acceptance status the week of November 11, 2024.

The cost for the training is \$190.00. 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. If the fee presents a challenge, a limited number of scholarships based upon need are available upon request. Please consult with the UC Master Gardener Program Coordinator.

Computer and internet access is required to retrieve training documents, UC resources, and training related communication. Laptops are optional during classroom time.

All trainees will be required to complete a Department of Justice (DOJ) fingerprint and background clearance. Fees may apply and will be paid by the Trainee (\$25 – \$50).

If you have any further questions regarding the Master Gardener training program, please visit the Master Gardener Training page on our [Master Gardener website](http://sacmg.ucanr.edu) (sacmg.ucanr.edu) or call: (916) 876-5338.

Sincerely,

Judy McClure
Master Gardener Program Coordinator



UC Master Gardeners of Sacramento County Volunteer Position and Volunteer Activities

Volunteer Position

Our Mission:

“To extend research-based knowledge and information on home horticulture, pest management, and sustainable landscape practices to the residents of California.”

Volunteers for the UC Master Gardener Program improve the health and well-being of California communities by extending to the residents of California research-based knowledge and information. This education and extension work is guided by the core values of the UC Master Gardener Program and the strategic goals of UC Agriculture and Natural Resources (UC ANR).

Volunteer Role:

- Provide public education about gardening, landscape maintenance, pest management, and related topics by telephone; at clinics; via demonstrations, workshops, or informal classes; or in other ways, as possible and practical.
- Cooperate with, assists, and serves at the direction of local UC academics and staff.
- Keep appropriate records, such as volunteer hours, public contacts, client questions, and contact information.
- Participate in continuing education on topics relevant to UC garden educators, including education methods, diversity and inclusion, and emerging issues in home and community gardening.
- As part of assigned volunteer service, provides horticulture information to the public in demonstration gardens, school gardens, and community gardens, or other venues.
- Disseminate information via print and electronic outlets (social media, newsletters, radio shows, and so on).

Volunteer Commitments:

- Completion of the 18-week training program in plant science and horticulture and pass a written, open book, exam by 70%.
- Following the training program will volunteer a minimum of 50 hours of volunteer hours during year one in activities that support UC ANR educational programs in home horticulture and are approved by the Program Coordinator. In subsequent years, a volunteer must complete 25 volunteer hours and 12 continuing-education hours.
- Adherence at all times to the UC ANR Adult Volunteer Code of Conduct, UC Master Gardener Program Policy Manual, and UC Non-discrimination Policy.
- Ability to effectively communicate with the public and fellow UC personnel by telephone, email, personal contact, group contact, and so on.
- Utilize technology to communicate with the public and fellow volunteers.
- Ability to utilize a computer with internet access to participate in the training program sessions, complete homework assignments, on-line quizzes and the final exam.

- Demonstrate commitment to diversity and to ensuring equal opportunity for those wishing to benefit from UC programs and services.
- Strong desire to learn and share research-based information with others.
- Willingness to complete a criminal background check (Department of Justice Livescan).
- Will not use the UC Master Gardener title for commercial purposes or monetary gain.

Supervision:

- The Master Gardener Program Coordinator provides supervision and support to the volunteers.
- The Coordinator will authorize, review, and assess volunteer activities.
- The Coordinator will provide for in-service training based upon needs of the Master Gardeners.
- The Coordinator will provide for office space, telephone, and other needed supplies and support.

Volunteer Activities

Master Gardener activities include a diverse assortment of projects. The following are just a small sampling of the activities available for volunteer participation. Volunteer activities are pre-approved by the Master Gardener Program Coordinator. Administrative work for non-UCANR programs is not eligible for Master Gardener volunteer time.

Help Desk: Phone Calls, Computer and Visitors:

The Master Gardener office is located within the Sacramento County Cooperative Extension building. One or two Master Gardeners are scheduled Monday – Thursday, 9:00am - 12:00pm and 1:00pm - 4:00pm to answer telephone, computer and visitor home gardening questions.

Ask the Master Gardeners Information Tables:

Information tables are held at nurseries and community events, home shows and the California State Fair. Master Gardeners answer garden-related questions, identify pest samples and provide guidance on a wide range of garden topics. Demonstrations are often held at these events. Information tables are conducted year-round, primarily on Saturday and Sunday, last 2 - 4 hours and are staffed by two Master Gardeners.

Speaker's Bureau:

Garden clubs, homeowner's associations, schools, and civic organizations request Master Gardener presentations. Topics vary greatly, including fruit tree care, container planting, pest management and composting.

Website and Social Media:

Master Gardeners maintain our website and Facebook page. They contribute the photographs and written material posted on these sites.

Numerous Other Activities:

- Fair Oaks Horticulture Center: conduct education events, maintain demonstration gardens.
- Backyard composting and worm composting workshops.
- Work with a diverse clientele; including senior citizens, youth, and physically challenged.
- Assist UC Advisors with research projects.
- Assist in the administration of the Master Gardener program, including computer work, phone calls and record keeping.
- UC ANR approved fundraising activities.
- And much more!

1. We are curious, please let us know how you learned about the Master Gardener program.
 - A friend
 - Master Gardener event (specify)
 - Gardening organization
 - Newspaper/radio
 - Master Gardener website
 - Master Gardener Facebook page
 - State Fair booth
 - Other
2. People with a passion for plants and gardens usually have some favorite garden memories. Please share one of your favorite garden memories with us. (650 characters)
3. Please tell us about your gardening experience and your personal gardening interests. (750 characters)

4. Anytime you start something new, you have expectations and hopes.
 - a. What expectations and hopes do you have for being a Master Gardener? (650 characters)

b. And what expectations do you have of the Master Gardener Program? (650 characters)

5. We would love to know more about your experience volunteering, such as working at schools, churches, senior citizen programs, youth programs, hospitals, organizations supporting mentally or physically challenged people, groups assisting immigrants, etc. Please share with us any volunteer experience you have, both garden related and non-garden related, in the following table:

Organization/Agency	Approximate Dates	Type of Work Done	Frequency

6. Everyone has skills and experience which they would be bringing to the program. Please let us know more about your skills and experience by completing the following table:

Skill/Experience	Indicate experience: developing, implementing and/or presenting (Give examples of experience.)	Check if no experience but interest
Writing or editing articles		
Speaking: large groups (30+ people)		
Speaking: small group (-30 people)		
Conducting demonstrations, leading hands-on activities		
One-on-one consultations		
TV and/or radio interviews		
Coordinating events, projects, activities		
Art, display, design		
Fundraising, grant writing		
Working with youth		
Working with seniors		
Working with immigrants		
Working with mentally or physically challenged		
Website posting Facebook page posting		
Research		
Additional language skills		
Office/clerical assistance		
Other		

Please circle “YES” or “NO” for each of the following:

YES	NO	I understand the Master Gardener program has a mission to address Diversity Equity Inclusion (DEI) within our program and in service to our Sacramento County community.
YES	NO	I am aware of the dates listed in the cover letter: Meet the Master Gardener Sessions, interview days, and training days
YES	NO	I understand attendance is required either in person or online at a Meet the Master Gardener Sessions on Tuesday, October 15, 2024
YES	NO	I will complete training sessions for all required topics, which will be held in person every Wednesday from January 15, 2025, to May 14, 2025, with the availability of viewing recorded sessions or completing alternative training if I have an excused absence.
YES	NO	I will contact the coordinator if I cannot attend a training session.
YES	NO	I will complete and submit all homework assignments and quizzes, complete the final, open book examination with a score of 70 percent or better, and complete and pass the final project.
YES	NO	I understand that during the initial fiscal year (May 2025 through June 30, 2026) I will complete and record a minimum of fifty (50) hours of University of California Cooperative Extension (UCCE) sponsored volunteer service, and during subsequent years I will complete a minimum of twenty-five (25) hours of UCCE sponsored volunteer service and earn twelve (12) hours of continuing education credit through approved education programs. I agree to submit monthly records of my volunteer hours and contacts via the online VMS system.
YES	NO	Will not use the Master Gardener title for commercial purposes or monetary gain.
YES	NO	I agree to follow University of California policies and procedures while acting as a UC Master Gardener of Sacramento County.
YES	NO	I understand that a Department of Justice fingerprint & background screening clearance is required of all trainees at my own expense. The reports are kept confidential by UC administration.



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

Ethnicity (check one):

- 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
- Not Hispanic or Latino/a

Race (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.
- 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.
- Decline to state.



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 the 18 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, 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 pm on October 17, 2024. Late applications will not be accepted.

UC Master Gardener Program of Sacramento County

4145 Branch Center Road

Sacramento, CA 95827

(916) 876-5338, sacmg.ucanr.edu

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 <http://ucanr.edu/sites/anrstaff/files/215244.pdf>. 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.