



## University of California Agriculture and Natural Resources

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

September 29, 2020

Thank you for your interest in the Master Gardener Program. Along with this letter, you will find an application and additional information about becoming a certified Master Gardener.

The UC Master Gardener Program is part of the University of California Cooperative Extension. UC Cooperative Extension Master Gardeners are formal, non-paid volunteers that are recruited, trained, and certified as part of a coordinated volunteer program. The program provides the public with research-based education in home gardening and basic horticulture. No previous horticultural experience is required for acceptance into the Master Gardener Program, as the training in plant science and horticulture are quite comprehensive. A strong interest in gardening, horticulture, and ecology, along with a strong desire to learn, a commitment to community service, and availability for active participation are the best prerequisites for Master Gardener applicants.

The 2021 training class will be presented virtually. There will be Zoom meetings each week to cover the topic scheduled. Since this is the first time, we are providing training via Zoom, we will be feeling our way through how class is run and ask you to give us some latitude with that. There will be a date, prior to class, to meet with your classmates and to work through any Zoom questions/issues.

Training classes will be held on Fridays from 9:00 a.m.-1:00 p.m. The instructors will give you breaks and may not use the entire time provided to them. Instructors also will have some hands-on time as well as small group work. The composition of the classroom will be residents from both Solano and Yolo Counties.

The UC Master Gardener Program is a structured volunteer program with specific training requirements and time commitments from its volunteers. The training consists of approximately 15-16 weekly four-hour classroom sessions. All Master Gardener Trainees must pass a written final examination with a minimum score of 70%. In addition to the training, fifty (50) hours of volunteer service in approved educational outreach activities are required in the first year. Twenty-five (25) of volunteer outreach and twelve (12) hours of continuing education are required in each subsequent year to remain a certified Master Gardener.



The tuition fee for the Master Gardener training course is \$125.00. The fee covers the costs for two required textbooks: *California Master Gardener Handbook*, *Pests of the Trees and Landscape Plants*, mandatory fingerprinting, class materials, and a name badge. If you are accepted into the Program, this fee will be collected on a designated time and date prior to the first training class.

Due to University policy, UC Cooperative Extension Master Gardeners must be screened through fingerprinting to be accepted as a University of California volunteer. Fingerprints are not shared between any of the agencies, so new prints will have to be obtained even if you have been fingerprinted in the past. Due to COVID-19, fingerprinting will be postponed until it is possible to do so in-person. You will be advised when this will be made available to you.

As the number of applicants is always far greater than the number of trainees accepted into the program, we employ a screening process where a committee thoroughly reviews each application. Selected applicants will be contacted by email/phone and scheduled for an informal interview in mid-late October 2020. Interviews will not be in person, but via Zoom or telephone.

**The deadline to apply for the January 2021 class is October 9, 2020 by 5:00 pm. Late submissions will not be considered.**

Thank you for your inquiry about the Master Gardener Program. If you have questions, please contact me at the number below.

Sincerely,

Jennifer Baumbach  
Program Coordinator, UCCE Master Gardeners  
Solano and Yolo Counties  
707-389-0645  
[jmbaumbach@ucanr.edu](mailto:jmbaumbach@ucanr.edu)



# University of California

Agriculture and Natural Resources

UCCE Master Gardener Program

## Volunteer Application Form

County

Date of Application

Gender: Female Male

First Name

Last Name

Mailing Address

City

State

Zip

Home Phone (with area code)

Work Phone (with area code)

Cell Phone (with area code)

Email Address (required)

How long have you been a resident of California? \_\_\_\_\_

### County Use Only

Driver's License #	Proof of Auto Liability Insurance	Background Check Completed	Orientation	Code of Conduct/ Rights & Responsibilities	Date received	Cash or Check # _____
Expiration Date						Fees Paid \$ _____

In compliance with the California Information Practices Act of 1977, the following information is provided: The information on this form is being requested by the University of California Cooperative Extension (UCCE) for use in the UCCE Master Gardener Program. The individual completing this form may make inquiries concerning use of the information collected and may ask to review the form as well as other non-confidential personal information maintained on record by contacting the local UCCE County Director, Advisor, Program Coordinator or the statewide Director for the UC Master Gardener Program at: UC Master Gardener Program, 2801 2nd Street, Davis, CA 95618-7779.

Information on this form is being requested under the authority of the Smith-Lever Act of 1914 covering Cooperative Extension activities and Article IX, Section 9 of the State of California Constitution covering the University of California. Ethnic information is requested to maintain compliance with Title VI of the civil Rights Act of 1964 and sex information is requested to maintain compliance with Title IX of the Education Amendments of 1972. Statistical information on this form is being collected to satisfy the U.S. Department of Agriculture Extension Service reporting requirements for Affirmative Action and the Federal Affirmative Action Program Report. Statistical information includes sex, ethnic information and residence location. Submission of the above noted information is voluntary and if the information is not submitted by the source, the county master gardener staff may use his or her judgment to complete the information and satisfy Federal reporting requirements. Other personal information on this form is being collected to provide the County Extension Master Gardener staff with information to assist in program planning. This information consists of name, address, phone and email in addition to your skill set assessment.

The University of California, Division of Agriculture and Natural Resources (UC ANR) prohibits discrimination against or harassment of any person in any of its programs or activities on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, status as a protected veteran or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 [USERRA]), as well as state military and naval service. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's non-discrimination policies may be directed to the Affirmative Action Contact and Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1318.



4. What times of the day are you most available to volunteer? Check all that apply:

Monday: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_ Wednesday: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_ Friday: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

Tuesday: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_ Thursday: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_ Saturday: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

5. Tell us about a special project or activity you have initiated and completed in your community work.

6. What special skills could you bring to the program? (Fundraising, arts/crafts, construction, etc.)

7. What teaching/communication experience do you have? List types of experiences:

Writing articles

Speaking to large groups (30+ people)

Speaking to small groups (<30 people)

Demonstrations to groups

One to one consultations

Educational art displays

Other (please describe)

8. How did you learn about the UCCE Master Gardener Program?

9. Have you applied to the program before? yes\*      no

\*If yes, when and what county?

10. What are your expectations of being a UC Cooperative Extension Master Gardener?

I wish to be considered for acceptance into the UCCE Master Gardener training program offered by the University of California Cooperative Extension. I understand that if I am accepted, I will become a certified UCCE Master Gardener when I complete 16 weeks of classes and pass a written examination by 70%.

I understand, that in exchange for the training made possible by the program, I will volunteer at least 50 hours of volunteer time to the UCCE Master Gardener Program within one calendar year of June 2022, attend all training classes via Zoom meetings **in-person**, submit monthly time sheets, follow University policies and procedures while acting as a UCCE Master Gardener.

I agree to a background and fingerprint screening 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 October 8, 2020. Late applications will not be considered. You can submit your application in the following ways: email, snail mail (addresses below) or fax (below) by the deadline.

Jennifer Baumbach, Program Coordinator, UCCE Master Gardeners Solano & Yolo Counties

email: [jmbaumbach@ucanr.edu](mailto:jmbaumbach@ucanr.edu)  
707-389-0645 (for questions about applying)

If from Solano County, please submit to:  
UCCE Master Gardeners  
501 Texas Street, first floor  
Fairfield, CA94533  
fax number: 707-429-5532

If from Yolo County, please submit to:  
UCCE Master Gardeners  
70 Cottonwood Street  
Woodland, CA95695

UC Master Gardeners of Solano County  
University of California Cooperative Extension (UCCE)

**Volunteer Position Description**



**PURPOSE**

The purpose of UC Master Gardeners (UCMG) of Solano County volunteers is to meet identified educational needs of Solano County residents in the field of home gardening. UCMG volunteers promote the application of useful basic gardening skills through UCCE-organized educational programs transferring research-based knowledge and information.

**CORE VALUES**

Criteria for designing and implementing educational activities and measuring educational impacts are based on the following core values:

**1. Programs focus on education, not service.**

UCCE programs provide information and teach practical and usable skills, but do not provide garden labor or regular/scheduled consultant services. UCCE programs are neutral/unbiased toward specific commercial products, services, and support groups. Instructors and volunteers may not solicit or perform contract services for personal gain while representing UCCE.

**2. Programs are designed to meet identified clientele issues and needs.**

UCMG programs target Solano County adult home gardeners and their needs. Occasionally, MGs do activities with children at local libraries or schools. Participants and audience help determine program content and delivery methods. Ideas for program improvement are regularly sought from clientele.

**3. We respect others' viewpoints and abilities.**

UCCE programs respond to a range of individual learning styles, abilities, and backgrounds. UCCE teaching staff provides appropriate available information while respecting alternative viewpoints. UCCE teachers are guides to learning. They present horticulture technology and appropriate garden management information, including multiple options to solving local garden problems. In this way, UCCE helps clientele make more informed garden management decisions.

**4. Programs are inclusive, not exclusive.**

UCCE program methods and content are evaluated to assure information is not exclusively held and that programs are available to the gardening public on an equal opportunity basis in accordance with UC and federal affirmative action policies. Our door is open to all, limited only by our resources.

**5. Program information is research-based and is technically accurate.**

UCCE programs extend information based on recognized university research that flows through the Cooperative Extension educational system. Instructors provide information with honesty and to the best of their ability, and refer more complex queries to more qualified UCCE employees. Problem-solving options are discussed, but recommendations are not given.

**6. Programs are designed to enhance environmental quality through sustainable gardening practices.**

Environmental issues are key to many UCCE educational programs thrusts, including support for improved environmental quality and wise resource management.

**7. Programs stress learn-by-doing methods.**

UCCE teaching methods emphasize the hands-on demonstration, and provide an opportunity for clientele to practice new skills.

**8. Programs teach new skills, validate achievement, and encourage extending to others.**

UCCE programs recognize new skills learned. Appropriate methods are used to teach improved gardening skills, build individual confidence, and encourage application of new skills. Further, clientele are encouraged to share new skills with family, friends, and neighbors.

**9. Programs build community support for UCCE through improved visibility.**

UCCE programs are represented with standardized educational information, packaged and advertised by UCCE for local clientele consumption. All UCCE programs, information and activities are readily identifiable as products of the UCCE. UCCE instructors dress appropriately to their role and wear identifying labels (a UCMG badge). Printed information has UCCE office identification and encourages additional contacts. Instructors note the range of local UCCE programs offered and invite further participation.

**10. Non-profit status.**

The UCMG Program of Solano County is administered by UCCE office in Solano County, Fairfield. The University of California is a tax-supported institution of higher learning with 501(c)(3) tax code status. UCCE programs may be offered on an 'at cost' basis. All monies received are considered public funds and are handled accordingly to UC policies.



## **PROGRAM REQUIREMENTS**

Master Gardener trainees will:

- Complete an 16-week (approximately) training program in plant science and horticulture. This year, classes will be held every Friday, from 9:00 a.m. until 1:00 p.m., January through April. During the training, only one (excused) absence is permitted.
- Attend the training class, complete weekly quizzes, and pass a final, written exam with 70% or more.
- MG trainees will volunteer a minimum of 50 hours of time within one year of certification in activities that support Cooperative Extension's educational program in home horticulture and are approved by the advisor. Thereafter to remain a Master Gardener, will give 25 hours of volunteer time and will continue to complete 12 hours of continuing education each year (July-June).
- New MGs are encouraged to try a variety of activities from hotline, to farmers market, to public demonstrations-and much more.
- Master Gardeners are encouraged to attend continuing education meetings held each month and will submit monthly records of volunteer activities and contacts.
- MGs must be able to schedule time so as to be available on projects, effectively communicate with the public by phone, personal contact, and/or group contact, and through written language. Be a self-starter and complete assigned tasks.
- In all activities for which hours are reported as Master Gardener time, will represent themselves as a MG either by listing themselves as such in written materials or by wearing their badge or introducing themselves as a Master Gardener.
- A MG will not use the Master Gardener title for commercial purposes or monetary gain.

## **SUPERVISION**

The Master Gardener Program Coordinator (MGPC) provides supervision and support to the volunteer Master Gardeners. They will assign, review, and assess work. The MGPC will provide for in-service training based upon needs of the MG. The Coordinator will provide office space, telephone, and other needed supplies and support.