



University of California
Agriculture and Natural Resources

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

September 5, 2023

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 training class is slated to be in-person for most of the classes. There might be a few that we do via Zoom, but you will be informed about this before your classes. Since I oversee two counties, classes will be split between the two locations of Woodland and Fairfield. There will be about 8 classes at each location.

Training classes will be held Fridays from 9:00 a.m.-1:00 p.m. The instructors will give you breaks and may not use the entire class 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 at a designated time and date before the first training class.

Due to University policy, UC Cooperative Extension Master Gardeners must be screened through fingerprinting to be accepted as 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.

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 late October-early November 2023. Interviews will be in person unless otherwise scheduled.

The deadline to apply for the January 2024 class is October 20, 2023, 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,

A handwritten signature in black ink that reads "Baumbach".

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

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. The UCCE teaching staff provides appropriate available information while respecting alternative viewpoints. UCCE teachers are learning guides. They present horticulture technology and appropriate garden management information, including multiple options for 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 by 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 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 the application of new skills. Further, the clientele is 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 for 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 the 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 a 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., from 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 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 the hotline, to farmers' markets, 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 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 an 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 in-service training based on the needs of the MG. The Coordinator will provide office space, telephone, and other needed supplies and support.



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 volunteer management, 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 or discrimination on the basis of a protected class such as race, religion, sex, gender, and disability 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 that are 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 (4-H Policy Handbook, UC Master Food Preserver Policy Handbook, and UC Master Gardener Policy Handbook).
 - a. Report volunteer hours on a regular basis 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 make written complaints concerning statewide programs, policies or personnel as described in the Policy Handbook (4-H Policy Handbook, 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 all people in the program, failure to follow program priorities, standards, and directions set 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 on the basis of race, religion, gender, disability or other protected categories.
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 protected categories.
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.

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 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 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* is final. The Conflict Resolution Manual is intended to serve as a process guide for working through infractions.

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

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.

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

Signature: _____

Printed Name: _____ Date: _____