



August 17, 2023

**Dear Volunteer UC Master Gardener Applicant for the Sutter-Yuba Counties, U.C. Master Gardener Program:**

Thank you for your interest in the University of California Master Gardener Program. Enclosed you will find an application, a UC Master Gardener Position Description, and a description of the types of volunteer activities in which UC Master Gardeners participate and conduct in service to the local community. Please return the application no later than:

**Friday, September 29, 2023 by 5:00 p.m.**

**Return the application to the University of California  
Cooperative Extension Farm Advisors' Office, 142A Garden  
Highway, Yuba City.**

Background

The UC Master Gardeners (MG) of Sutter/Yuba Counties are a group of trained, dedicated volunteers who work as non-paid staff members of the University of California Cooperative Extension. The primary responsibility of a UC Master Gardener is to disseminate horticultural information to the home gardener. All information provided to the public must be based on University of California or other university research. Additionally, a UC Master Gardener cooperates with other Cooperative Extension staff, such as Farm Advisors and UC MG Program Coordinator and Co-coordinators, to help prepare for and organize specific educational events, and participates in the administration of the UC Master Gardener Program.

Selected candidates are committed to public service. Anyone who wishes to advance their career through the UC Master Gardener Program need not apply. UC Master Gardeners will wear name

badges when and only when engaged in official UC Master Gardener activities. The UC Master Gardener title cannot be used for any commercial purposes; the program is strictly volunteer. Payments for services of a UC Master Gardener may be accepted only on behalf of the UC Master Gardener Program.

### Selection Process

UC Master Gardener trainees are selected based on a written application and an individual interview.

After submitting your application, we will schedule an interview appointment, which will take place between October 17-19, 2023. The in-person interview will take approximately 20-25 minutes and will take place at 142A Garden Highway, Yuba City. After the interview process is completed, the final selections will be made. The approved applicants will be notified by November 3, 2023.

There is a University of California policy that requires all UC volunteers to be fingerprinted. It will be your personal responsibility to be fingerprinted at the Probation Department of the county you live in. After you have been selected as a trainee, please complete the finger printing process by **January 24, 2024**.

### Informational Meeting

You are expected to attend a "Sutter-Yuba UC Master Gardener informational meeting." This one and half hour informational meeting will give you an opportunity to learn more about UC Cooperative Extension, UC Master Gardeners, and to ask questions about our program. It is important that you fully understand what our expectations are and what your commitment to the program will entail. You may find that the program is not what you are looking for.

The **mandatory** "Sutter-Yuba UC Master Gardener informational meeting" will be on **Wednesday, October 25, 2023 at 1:00 PM** at 142A Garden Highway, Yuba City.

**This letter is the only notice you will receive about the informational meeting**, so please mark your calendar and plan to attend.

### Training Program

The UC Master Gardener Training Program will consist of 64 hours of intensive instruction. Classes will be held each Wednesday afternoon (12:45 p.m. to 5:15 p.m.) beginning January 24, 2024, and ending May 8, 2024. The sessions will be located at 142A Garden Highway, Yuba City. Please note that only **one excused absence** will be allowed during the training.

A **training fee of \$180.00** fee is due after your acceptance into the program. This fee will cover the costs of a Master Gardener Handbook, name badge, volunteer insurance for the first year, and other required training materials and expenses. **This fee is non-refundable** as after you have been selected, textbooks and materials will have been purchased for you.

The prospective training topics for 2024 Sutter Yuba UC Master Gardener training will be on the topics of:

- 1) Introduction to Horticulture
- 2) Propagation and Turf
- 3) Plant Pathology
- 4) Vegetable Gardening
- 5) Home Orchards
- 6) Weed Identification and Management
- 7) Soils, Fertilizers and Composting
- 8) Entomology and Insect Identification
- 9) Integrated Pest Management
- 10) Irrigation and Landscape
- 11) Planting and Care of Landscapes and Trees
- 12) Creative Teaching Techniques
- 13) Fire-Wise Planting
- 14) Plant Identification
- 15) Integrated Pest Management for Vertebrates
- 16) Diagnostics Techniques for UC Master Gardeners and Plant Clinics

After completing the training and passing a written exam, you will become a certified University of California Cooperative Extension Master Gardener.

### Post-Training Requirements

Within one year of certification, you will be required to complete a minimum of 50 hours of volunteer service in activities mutually agreed upon with the UC Master Gardener Program Coordinator in Sutter and Yuba Counties. You will be mentored by veteran UC Master Gardeners for the first 12 volunteer hours as you conduct office duty or other volunteer events.

Ability to fulfill the volunteer commitment is a major criterion in the selection process. Understanding that there are different areas where you may apply your talents and expertise, we are particularly interested in people who work well with others, and are committed to help us to achieve our program mission.

In addition to the 50 hours of volunteer service in your first year, at least six hours from monthly UC Master Gardener meetings and/or field trips is also required. Once you complete the first year as a UC Master Gardener, 25 hours of volunteer service and 12 hours of continuing education are required to be eligible for reappointment as a UC Master Gardener.

If you have any further questions, call 530-822-7515. Hope to see you Wednesday, October 25, 2023 at 1:00 p.m. for the Sutter-Yuba UC Master Gardener informational meeting.

Sincerely,

Johnny Yang  
Program Coordinator  
UC Master Gardener, Sutter-Yuba Counties

Enclosures

## VOLUNTEER SERVICE DESCRIPTIONS

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The following are some of the projects the UC Master Gardeners will be asked to spend their volunteer time in:

**Public Service Phone Calls and Visitors** - At the County Cooperative Extension offices there is a Master Gardener office with a reference library. Master Gardeners staff this office answering telephone and visitor home gardening questions. Plant identification, pesticide recommendations, pruning, identifying insects, diagnosing plant problems, how to fertilize and managing clay soils are just a few of the topics UC Master Gardeners handle when answering public service calls.

**Talks and Classes** - Talks or classes occur at locations such as, the Community gardens, schools, the library, homeowners' associations, seniors' groups and others. Often the organizations call the Cooperative Extension office to request a speaker or class on specific topics which are scheduled by the Master Gardener Program Coordinator and associated Co-Coordinators.

**Workshops** - are a similar to classes but take a **"hands on"** approach to learning in which may involve but not limited to, demonstrating how to plant a tree, preparing for and planting a vegetable garden, or showing how to prune. The workshops are delivered with the intention of extending UC researched knowledge to the public more active means.

**Farmer's Markets** - May through October, Master Gardeners staff a Master Gardener booth at the Yuba City Farmers Market at the Town Square answering questions and providing gardening information.

Home Show - Master Gardeners set up and staff a plant clinic and information booth at the Home Show. Plant and garden questions are answered and publications given out. Because of the importance of this exhibit, all Master Gardeners may become involved.

**Farm Day and Fair** – Master Gardeners assist the Farm Bureau with demonstrations and/or presentations.

**Newsletter** - Writing opportunities include newsletter articles.

**Plant Clinics** - Clinics may be scheduled and held at community gardens, nurseries, libraries or other appropriate settings. These clinics offer the public a chance to bring their plant questions and get answers on a wide range of garden topics. The clinics are an effort to reach more people out in their communities. Some of the clinics may feature a particular topic and require Master Gardeners to prepare and give a talk on such things as: backyard bugs, landscaping for water conservation, native plants, herbs, winter vegetable gardening, pruning fruit trees, establishing a new yard, and other topics. Some clinics may strictly help people with their plant and garden questions, whatever they might be, with no particular subject featured. Clinics are usually held on weekends for two – three hours.

**Expectations:** Talks, classes, demonstrations, workshops, and plant clinics often involve the UC Master Gardener in public speaking. Advance research and preparation may also be necessary, however if there are questions that cannot be answered, it can be recorded, researched and relayed to the community member at a later date and time. In addition, to accomplish the UC Master Gardener Program mission, a cadre of local UC Master Gardeners are developing basic lessons that can be used for talks, classes and workshops.

## POSITION DESCRIPTION

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**Title:** UC Master Gardener Volunteer (Sutter and Yuba Counties)

**Purpose:** To extend research based knowledge and information on home horticulture, pest management, and sustainable landscape practices to the residents of Sutter and Yuba Counties.

### **Brief Description of the Position:**

A Master Gardener is a non-paid staff member of the University of California Cooperative Extension who: answers questions, diagnoses plant problems and gives horticulture assistance to the public by telephone, at plant clinics, Farmers Markets, community gardens, demonstrations, talks and through mass media on vegetable gardening, trees, shrubs, soil, lawns, diseases, insects and related topics.

Cooperates with and assists the County Cooperative Extension staff.

Helps to prepare for, organize and conduct specific educational activities.

Keeps appropriate records of volunteer hours and contacts made.

### **Requirements:**

Will complete a 64 hour training program in plant science and horticulture and pass a written exam. Will be fingerprinted by the Probation Office for residents in Sutter or Yuba Counties.

Will devote a minimum of 50 hours of Master Gardener volunteer time in activities mutually agreed upon with the advisor and attend 6 hours of monthly meetings and/or field trips within one year. Thereafter, to remain a UC Master Gardener, 25 hours of volunteer time and 12 hours of continuing education are required each year.

Has knowledge and skills in basic ornamental horticulture, gardening and general related areas.

Must be able to schedule time so as to be available to do the kinds of volunteer work listed in the Volunteer Activities Descriptions.

Will submit records of volunteer activities and contacts.

In all activities for which hours are reported as UC Master Gardener time, will represent themselves as a UC Master Gardener either by listing themselves as such in written material or by wearing their badge or introducing themselves as a UC Master Gardener.

Will not use the UC Master Gardener title for commercial purposed or monetary gain.

Can effectively communicate with the public by telephone, personal contact, and/or group contact and through written language.

Enjoys working with people and is able to work with many different types of people.

Is a self-starter and completes assigned tasks. Will be responsible to the Extension Advisor in charge of the UC Master Gardener Program.

### **Supervision:**

The Extension Advisor in charge of the UC Master Gardener Program and the MG Co-coordinators provide supervision and support to the volunteer UC Master Gardener.

They will assign, review and assess work.

They will provide for in-service training based upon needs of the UC Master Gardener.

They will provide for space, telephone and other needed support.

The County Director ultimately certifies a UC Master Gardener.



Please return by September 29, 2023 by 5 pm

MASTER GARDENER VOLUNTEER APPLICATION FORM

County: \_\_\_\_\_ Date of Application: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Phone (with area code) Work Phone (with area code)

( ) \_\_\_\_\_ \_\_\_\_\_  
Cell Phone (with area code) Email Address

Ethnicity and Gender (Optional) Please circle the one that best applies:

Female Male Non-Binary Other: \_\_\_\_\_  
American Indian/Alaskan Native Hispanic/Latino Asian/Pacific Islander  
Black/African American White Other: \_\_\_\_\_

Occupation (if retired, occupation at time of retirement): \_\_\_\_\_

Please complete the following (attach additional pages if necessary)

- 1. Why do you want to become a UCCE Master Gardener? \_\_\_\_\_
- 2. Please list volunteer groups you have been involved in, and what type of activity you participated in with these groups. (Leadership, projects, fund raising, schools, service clubs (e.g., Rotary, etc.) church groups, senior citizens, youth groups, etc.): \_\_\_\_\_
- 3. Years of gardening experience \_\_\_\_\_. Detail type(s) of gardening experiences and any related formal training and/or your personal gardening interests: \_\_\_\_\_
- 4. Tell us about a special project or activity you have initiated and completed in your community or work. (Special event, fundraiser, boy/girl scout, church event, etc. or areas of interest, specialization or hobbies): \_\_\_\_\_
- 5. What languages do you speak? \_\_\_\_\_
- 6. How did you learn about the UCCE MGP? \_\_\_\_\_
- 7. Please list group affiliations (garden clubs, plant societies, community gardens, etc.): \_\_\_\_\_
- 8. What times of the day are you most available to volunteer?  
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. \_\_\_\_
- 9. What special skills would you bring to the program (e.g., artistic, computer skills, arts and crafts, construction, photography, finance, teaching)? \_\_\_\_\_

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

- a. Writing articles \_\_\_\_\_
- b. Speaking to large groups (30+ people) \_\_\_\_\_
- c. Speaking to small groups (<30 people) \_\_\_\_\_
- d. Demonstrations to groups \_\_\_\_\_
- e. One to one consultations \_\_\_\_\_
- f. Educational art displays \_\_\_\_\_
- g. Other (please describe) \_\_\_\_\_

11. Have you applied to be a Master Gardener previously? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_

12. What are your expectations of being a MG volunteer? \_\_\_\_\_

13. To become a certified Master Gardener, you will be expected to volunteer 50 hours of your time. **Much of your volunteer work will be interacting with the public either in person or through the phone.** Please indicate what additional categories you will be willing to participate in. (see enclosed descriptions)

- Plant Clinics
- Plant Sale Fundraisers
- Newsletter Articles
- Public Events/Outreach
- Office Duty (Plant Diagnostics)
- Farmers Markets (Saturdays)
- Talks, classes, Demos, & Workshops (Location may vary within Sutter/Yuba Counties)

14. What other ideas do you have of some types of volunteer Master Gardener work you can do in completion of your volunteer commitments?

15. Specify why you will fulfill your volunteer commitment. \_\_\_\_\_

I wish to be considered for acceptance into the UCCE MGP training program offered by the University of California Cooperative Extension. I understand that if I am accepted, I will become a certified UCCE MGP volunteer 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 MGP within one year of certifying, attend all training classes, submit volunteer hours, follow University policies and procedures while acting as a UC Master Gardener and agree to a background and **fingerprint screening prior to the beginning of the training program.** I also agree to complete the forms required for appointment which include: Proof of valid driver's license and insurance (only if driving will be part of your duties as a volunteer), the Code of Conduct, Annual Volunteer Agreement and pay an annual nominal insurance fee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(All fees payable to UC Regents upon acceptance into the UC Master Gardener Program)

County Use Only						Cash or Check # _____	
Proof of Current Driver's License	Proof of Auto Liability Ins.	Background Check	Orientation	Conduct / Rights & Responsibilities	Other:	Date Received	Fees Paid \$ _____

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.

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.

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.