

2010 Application and Training Information

Thank you for your interest in the *Colorado Master Gardener Program* (CMG) and *Colorado Gardener Certificate Training*. Enclosed is information about the two programs and application materials.

Application deadline in Archuleta County: December 4, 2009

Send application to:

Archuleta County Extension Office, PO Box 370, Pagosa Springs, CO 81147

Fax: (970) 264-5931

E-mail: coopext_archuleta@mail.colostate.edu

Training location(s):

Archuleta Co. Extension Office – 344 Highway 84, Pagosa Springs, Co via Distance Education classes.

La Plata Co. Extension Office – 2500 Main, Durango, Co for local hands-on classes.

Training dates: Thursday, January 21 through March 25, 2010.

Tuition and Program Fees:

Colorado Master Gardener Program (volunteer service) fees: \$180

Send payment with application

Colorado Gardener Certificate (non-volunteer) tuition and fees: \$500

Send payment with application

For additional information, contact:

Contact Kim at the Archuleta County Extension Office at (970) 264-5931

The Colorado Master Gardenersm Program

Colorado Master Gardener, CMG, volunteers assist the county office of Colorado State University Extension to extend knowledge-based information on home yard care and gardening into the community. *Colorado Master Gardeners* are involved in a wide variety of ways, including assisting with office phone calls and walk-in customers, staffing information booths and diagnostic clinics, writing for local newspapers, and mentoring youth groups and community gardening and greening projects.

Colorado Master Gardeners enjoy sharing gardening knowledge and networking with other garden enthusiasts.

The title "*Colorado Master Gardener*" is a registered service mark of Colorado State University Extension. It may be used only in conjunction with official CSU Extension activities. It may not be used to infer credentials or otherwise imply endorsement of a private business. It may not be used on marketing materials of a business.

For additional background on the CMG program, refer to the web site at www.cmg.colostate.edu.

To become a "*Colorado Master Gardener*" participants must:

1. Apply to and be accepted into a county/area CMG program.
2. Training: Satisfactorily complete the CMG training course (i.e., passes homework assignments and attend at least 80% of the class sessions). Participants are expected to attend all training sessions. However, that is not always possible due to illness, family emergencies, and weather-related travel issues. When missing a class, the student is responsible for the content and exams, and should invest extra time with the study materials.

3. Volunteer service: Continue the learning experience with 50 hours minimum return volunteer service in the county CMG program.

Individuals who fail to complete the volunteer work by September 30th will be billed \$10 for each uncompleted hour, up to a maximum of \$300.

After the training year, 24 hours minimum volunteer service is required to continue in the program.

4. Turn in reports.

CMG Training

In Archuleta County, training is held on Thursdays for 10 weeks, starting January 21st.

Class periods are 6-hours per day, 9 a.m. to 12 noon and 1 p.m. to 4 p.m. Classes are taught by CSU Extension campus-based and county-based faculty. Class information is focused toward the non-commercial, home gardener. Topics include the following:

- Colorado Master Gardener Program, Overview
- Plant Health Care and the Diagnostic process
- How Plants Grow
- Soils, Soil Amendments, and Fertilizers
- Entomology (insects)
- Plant pathology (plant diseases)
- Lawn care
- Planting trees and shrubs
- Weed management

Additional topics may include:

- Diagnosing Abiotic Tree Disorders

- Diagnosing Tree Insects and Diseases
- Herbaceous Plants: Right Plant, Right Place
- Insect ID
- Native Plants
- Pruning
- Small Fruits
- Tree Fruits
- Vegetables
- Water Wise Landscape Design

CMG Application Process

CMG programs operate at the county level, with primary support from the county government. Applicants should generally apply to their home county. In special situations (such as the work location versus the home location) a potential volunteer may apply to a neighboring county. However, it should be understood that counties give priority to county residents, being responsive to the local county budget and taxpayers. Applicants who apply to multiple counties will not be considered.

The program requires that the volunteer work be completed for the county/area program for which the applicant applied. For example, an application to the Boulder County CMG program necessitates that the volunteer work be completed FOR the Boulder County CMG program. Neighboring counties (like Boulder, Broomfield, and Gilpin) often collaborate on CMG outreach efforts.

Since the applicant needs county specific information regarding the CMG program, CMG applications are NOT available on the web. Contact your local CSU Extension office. Extension programs are available to all without discrimination. Selection is not based on race, age, color, religion, national origin, gender, disability, sexual orientation, or veteran status, disability or handicap.

Students requesting handicap accommodations

should directly contact the *CSU Resources of Disabled Students Office* at 970-491-6385.

Steps in the CMG application process

1. **Contact your county office of CSU Extension** for program information and application form.
2. **Submit a completed CMG application form** by the application deadline. The application form asks for the following items:
 - Background information on gardening experience
 - Background information on volunteer experiences
 - General availability for volunteer work (used by program coordinators to help connect CMG volunteers with projects)
 - Interest in CMG projects
 - Contact information for three references

The application includes a signed contract committing the CMG volunteer to 50 hours minimum volunteer work in exchange for the training.

3. **Background check** – Colorado State University requires background checks, including driver's license checks, of all volunteers. A criminal record or poor driving record does not bar you as a volunteer, but will be considered as it relates to the specifics of the volunteer position.

The potential volunteer receives an e-mail from the CSU Human Resources with a hotlink to the screening company, *HireRight*. The volunteer logs into a secure site, enters their social security number, answers some questions about where they've lived, etc. and logs off. The university's IT people have confidence in the security and confidentiality of the HireRight system.

HireRight conducts a national background check, including driver's license check, and shares the results with CSU Human Resources. If a potential volunteer elects not to provide HireRight with the needed information, they also elect not to become a volunteer for CSU.

If you do not have email, contact your County Extension Office to process the information request by mail.

4. **Preliminary screening** will be off the application form. Primary consideration is based on 1) interest in volunteer work, 2) availability for volunteer work, 3) people skills (i.e., ability to assist Extension in home horticulture educational efforts) and 4) gardening experience.

The *Colorado Gardener Certificate* option (to participate in the class for a higher fee without any volunteer commitment) provides educational opportunities for those not interested in or available for volunteer work.

Without fundamental gardening experience, it is unreasonable to expect that someone will develop the background and knowledge base required to work with our clientele by just attending the training.

Staff will send confidential reference letters to the references listed on the application. At least two must be returned before the applicant can be accepted into the CMG program.

5. **Interview** – Most counties will invite applicants in for an informal interview giving the applicant a chance to learn more about the CMG Program and ask questions about training and volunteer work. Some counties include a written exam in the application process.

6. **Applicants will be advised if they were selected for the CMG Program.** In counties with a larger population base, significantly more people apply than can be accommodated. Applicants who are not selected as CMG volunteers may elect to enroll as *Colorado Gardener Certificate Students* (non-volunteer enrollments).

7. **Pay program fees** – If accepted into a local CMG Program, payment of program fees is the final enrollment step.

Correctly stated, interested individuals apply to become a CMG volunteer representing CSU Extension. The decision to accept or not accept any individual as a CMG volunteer is the right of CSU Extension. Reasons why an individual was or was not selected will not be given.

Additionally, CMG volunteers serve at the request of Colorado State University Extension. This request can be withdrawn at any time for any reason or no reason.

Fees

Program fees in Archuleta county are \$180.00.

Program fees include the CMG Training Manual (*CMG GardenNotes*) and other training handouts and worksheets, instructor's travel expense, lab supplies, program development fees, and other local program delivery costs.

Scholarships are available for individuals on limited incomes. Refer to the CMG application form for details.

Do **not** send fees with the application. If you are selected for the program, you will be billed. Fees must be paid at least 14 days prior to the starting of class or enrollment will be cancelled.

Colorado Gardener Certificate Training

Individuals interested in the CMG training without a volunteer commitment may enroll for the coursework under the *Colorado Gardener Certificate, CGC*, training option. The course work is available for a higher fee in-lieu-of the return service.

Upon completion of the course CGC students receive the *Colorado Gardener Certificate*. However, without the volunteer commitment, participants do not become *Colorado Master Gardeners*.

To receive the *Colorado Gardener Certificate*, students must satisfactorily complete the CMG training (i.e., pass exams and attend at least 80% of the class sessions). Participants are expected to attend all training sessions. However, that is not always possible due to illness, family emergencies, and weather-related travel issues. When missing a class, the student is responsible for the content and exams, and should invest extra time with the study materials.

The *Colorado Gardener Certificate* may be displayed in a place of business and used in business marketing. The *Colorado Gardener Certificate* is also available to CMG volunteers upon completion of the class and 50 hours minimum volunteer commitment.

Individuals, who were not selected for the CMG volunteer program, may enroll in the Colorado Gardener Certificate Training.

Fees

Cost for the Colorado Gardener Certificate training is \$500 *tuition* and class fees.

CGC Enrollment

To enroll in the *Colorado Gardener Certificate* training, send in the completed first page of the application form (only) with the tuition and program fees. Space is limited and on a first come (paying) basis.