

EXTENSION MASTER GARDENER PROGRAM  
Berkeley-Jefferson Extension Master Gardener Association  
2017 Applicant Letter



Thank you for your interest in the West Virginia University Extension Master Gardener program. We invite you to apply for the 2017 training program; classes this year begin August 21st.

This is the 21<sup>st</sup> year of our program; 350 people in the Eastern Panhandle have completed the course. The Master Gardener program began in 1972 and has spread throughout the U.S. via County Extension offices.

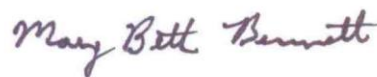
This program is designed to use the services of volunteers trained in horticulture to share that knowledge with other residents through Cooperative Extension. While learning more about home gardening is a personal benefit, the primary objective of this program is to share with others the knowledge you will glean from taking the course. Upon successful completion of the 12-week course, you will be required to complete 40 hours of community service within one year to be certified as a WVU Extension Master Gardener. Thereafter, to remain certified, you will need to complete 20 hours of service and 10 hours of approved continuing education each year.

The course covers many aspects of horticulture, including soils, botany, plant diseases, insects and pests, fruits, home gardens (vegetable and flower), landscape design, and composting. Your tuition fee covers all course material including the comprehensive 350-page West Virginia University Extension Service *Master Gardener Manual*. Classes will supplement extensive weekly reading assignments in the manual.

#### Application Procedure and Course Timeline

- July 7:** Application Deadline. Submit completed application to the Extension Office by this date. The office will acknowledge receipt of your application.
- July 28:** You will be notified no later than this date if you have been accepted as a student. (Your application will be reviewed following our receipt of completed references.)
- August 10:** If accepted into the program, your \$100 tuition fee is due by this date to hold your place in class.
- August 21:** Classes are Mondays August 21- November 13, (no class on Labor Day) 12:00–4:00PM at Hospice of the Panhandle, 330 Hospice Lane, Kearneysville (unless otherwise indicated).
- November 13:** Graduation

Sincerely,

A handwritten signature in purple ink that reads "Mary Beth Bennett".

Mary Beth Bennett  
Extension Agent

Berkeley County Extension Office  
400 W Stephen St Suite 302  
Martinsburg WV 25401-3209

Equal Opportunity/Affirmative Action Institution

EXTENSION MASTER GARDENER PROGRAM  
Berkeley-Jefferson Extension Master Gardener Association  
2017 Application Form

**Section 1 General Information**

Name	First	Middle	Last	
Mailing Address	Street	City	State, Zip	Years at Address
Phone	Day	Evening	Best time to reach you	
Email				

**Section 2 Gardening Background** (If you require more space, please attach additional pages.)

Please indicate your gardening interests (vegetables, flowers, houseplants, landscaping, lawns, etc):
Please summarize your gardening experiences:
Please indicate gardening or related organizations you've belonged to or supported:
Why do you think you should be selected for this program?

The following is a *partial* list of Master Gardener volunteer opportunities. Place an X next to those activities at which you would most like to volunteer. Opportunities are endless!

Give talks, workshops, and/or demonstrations to public	Maintain demonstration/public gardens	Teach future Master Gardener classes
Develop educational materials	Work in school gardens	Publicity/communications
Staff festivals/public events	Coordinate programming for youth	Member Continuing Education
Plan/coordinate public events	Horticulture therapy	Other:

**Section 3 Youth Volunteer Interest** (If you have no interest in working with youth skip to Section 4.)

Do you prefer to work with:	Youth	Adults	Both
Have you ever been a youth volunteer?	Yes	No	
What age group do you like working with the most?			
Ages 5-8	Ages 9 -12	Ages 13-19	No Preference

Why are you interested in working with the youth program?

## Section 4 Volunteer and Work Experience

Have you ever been a volunteer?	Yes	No	If yes, how many years?	
When are you available for volunteer activities?				
Daytime	Evenings	Weekends		
What time commitment would you desire?				
1-2 months per year	3-6 months per year	7-12 months per year	Ongoing	
Please describe previous volunteer experience listing most recent positions first.				
Organizations	Your volunteer role/title	Year(s)	Work w/youth? (Y/N)	
Please describe employment experience listing most recent work first.				
Employer	Your Title	Year(s)		

## Section 5 Personal Information

Please describe your special needs and/or requirements if any:				
Have you been convicted of a crime in the last seven years?	Yes	No		
If you answered "yes" to the prior question, please give the date, nature and disposition of offense				

**Note:** A criminal record will not necessarily prevent an applicant from being a volunteer. A criminal record will be considered as it relates to specifics of the volunteer position for which you are applying.

Please provide two people for us to contact as references. **\*References must be unrelated to you.**  
**A complete mailing address is required** for each reference; an email address may expedite the process.

Name	Street Address	City	State	Zip
Day Phone	Email Address	Relationship to you		

Name	Street Address	City	State	Zip
Day Phone	Email Address	Relationship to you		

I authorize WVU Extension Service to contact listed references. I understand that the misrepresentation or omission of information requested is just cause for nonselection as a program volunteer. I waive my rights to review these references.

Applicant Signature

Date

# Extension Master Gardener Volunteer Agreement

I understand that the title "Extension Master Gardener" is to be used exclusively when representing the West Virginia University Extension Service in unpaid public Service work in an Extension-sponsored program. In the performance of these services, only WVU Extension Service approved recommendations may be made.

Appearing in a commercial activity, having association with commercial products, and/or giving implied West Virginia University (WVU) endorsement of any product or place of business is improper.

I wish to become a WVU Extension Master Gardener and would like to be accepted into the training program. I understand that if accepted, I will agree to pay back a minimum of 40 hours of service in Extension programs in my county of residence during the year following my training.

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*Applicant Signature*

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*Date*

We require handwritten signatures. You may complete this form on the computer or by hand & **print before signing**. You may then scan and submit your signed application via email or fax if desired.

Please send your completed application at your earliest convenience and do not hesitate to contact us if you have questions. Thank you!

The information asked for in this form will be used solely to determine how you best fit into West Virginia University Extension Service programs. It is understood that no discrimination is implied.

Programs and activities offered by West Virginia University Cooperative Extension Service are available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status. Issues in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Director, Cooperative Extension Service, West Virginia University.

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Return to: Dr. Mary Beth Bennett  
WVU Berkeley County Extension  
400 West Stephen Street, Suite 302  
Martinsburg, WV 25401  
Email: mbbennett@mail.wvu.edu  
Fax: 304-264-2153  
Phone: 304-264-1936

Office Use only	Date received:
Reference 1	
Reference 2	