



Dear Prospective Purdue Extension Master Gardener:

Thank you for your interest in the Purdue Extension Master Gardener (EMG) Statewide Basic Training. Our main objective is to train volunteers to assist Purdue Extension with home horticulture education in local communities. Purdue EMG's receive training in horticulture to equip them to fulfill this educational role through volunteering in a variety of projects approved by their local EMG County Coordinator (Purdue Extension Educator). The requirements for Purdue EMG certification include acceptance into the training through an application and screening process, payment of registration fee, completion of the EMG Basic Training which includes passing the open-book final exam with a score of 70% or higher, and contributing at least 40 hours of volunteer service approved by the local EMG County Coordinator within two years. Purdue Extension Master Gardeners are also required to complete at least 12 volunteer and 6 continuing education hours every year in order to stay active.

Program Information

For Fall 2020, there will be a Statewide Virtual Purdue EMG Basic Training from August 25 – December 15, 2020 (includes final exam due date). Many counties have come together to offer this program which includes a local county connection hour. The statewide live webinars will be held on Tuesdays, from 5:30 – 7:30 pm (CT) 6:30 – 8:30 pm (ET). Here in La Porte County, the local county connection hour will be on Mondays, from 5:30 to 6:30 pm (CT) 6:30 – 7:30 pm (ET) each week. This will be offered virtually through a link you will receive. Additionally, an online information sharing platform, Basecamp, will be used to share additional handouts and other information with participants.

Application and Registration Information

Please read the Purdue Extension Master Gardener Program Policy Guide and complete, sign, and return the Purdue Extension Master Gardener Volunteer Application and Agreement (Form EMG-1) to Purdue Extension-La Porte County, 2857 W State Road 2, Suite A, La Porte, IN 46350 by **July 31, 2020**. All applicants are also required to consent to national and state sex and violent offender registry checks and provide evidence of a government issued photo ID to your local EMG County Coordinator or designated Purdue Extension staff. You may download the policy guide here: <http://tinyurl.com/MGstateguide> or contact Purdue Extension-La Porte County Office at 219-324-9407 to receive a copy.

Upon confirmation of acceptance of your application and providing evidence of government issued photo ID, an online registration link will be sent to you and must be completed by **August 14, 2020**. The registration options are listed below:

- \$175.00 for an individual registration with print version of Purdue EMG Manual. Pay an additional \$25.00 to add the digital version of the manual.
- \$270.00 for two people sharing a print version of the Purdue EMG Manual. Pay an additional \$25.00, to add the digital version of the manual. (*Sharing option works best for two people living in the same household.*)



Purdue University is an equal opportunity/equal access/affirmative action institution.

Your copy(ies) of the Purdue Extension Master Gardener Manual will be shipped to you prior to the start of the training.

Refund Policy

There is a fee of \$25.00, if you cancel your registration prior to August 14, 2020. After August 14, 2020, there are no refunds. Purdue University is not responsible for expenses incurred due to cancellations by registrants. Purdue University reserves the right to cancel any program. Registrants will receive a full refund in the event that Purdue University cancels the program.

Statewide Live Webinar Schedule

| | | | |
|--------------|-----------------------------------|---------------|----------------------------|
| August 25 | Purdue EMG Orientation | October 20 | Animal Pests |
| September 1 | Plant Science | October 27 | Herbaceous Ornamentals |
| September 8 | Soils and Plant Nutrition | November 3 | Woody Ornamentals |
| September 15 | Invasive Species | November 10 | Fruit Gardening |
| September 22 | Plant Disease Diagnosis | November 17 | Lawn Care |
| September 29 | Weed ID and Control | November 24 | No Session |
| October 6 | Insect ID and Control | December 1 | Vegetable Gardening |
| October 13 | Pesticide Safety and Alternatives | December 8-15 | Evaluations and Final Exam |

Purdue is committed to making all programs accessible to participants. If you require auxiliary aids or services, or if you have other program-related concerns, please contact Purdue Extension-La Porte County at 219-324-9407 at least 2 weeks prior to the program.

Thank you for your interest in the Purdue Extension Master Gardener Program!

Sincerely,

Walt Sell
 Assistant Program Leader and Extension Educator, ANR
 Purdue Extension-La Porte County
 2857 W State Road 2, Suite A
 La Porte IN 46350
wsell@purdue.edu
 phone: 219-324-9407



Appendix B: Purdue Extension Master Gardener Volunteer Application and Agreement (Form EMG-1)

Please obtain the current Purdue EMG Volunteer Application and Agreement from your EMG County Coordinator.

When you sign this Purdue EMG Volunteer Application and Agreement you confirm that you agree to follow all policies concerning the use of the Purdue EMG title. You also confirm that you have read and agree to follow all policies stated in the Purdue EMG Program Policy Guide (www.hort.purdue.edu/mg).

In order to be considered for participation in the Purdue EMG Basic Training or to continue volunteering as a Purdue EMG volunteer, please read and sign the current agreement, and return it to your Extension Master Gardener county coordinator.

Please print or type

Date of birth ___/___/___

Full Name _____

Alias/Maiden Name _____

Address _____ Apt. _____

City _____ State _____ ZIP _____

Home Phone _____ Work Phone _____

Cell Phone _____ Email _____

County of Purdue EMG Basic Training _____

County of Purdue EMG Service _____

Do you require reasonable accommodations to participate in this program? Yes ___ No ___

If yes, please explain.

Emergency Contact Information (required)

Name _____ Telephone _____

Relationship _____

Have you been convicted of a crime (excluding minor traffic violations)? ___ Yes ___ No

If yes, give date, nature of offense and disposition.

NOTE: A criminal record will not necessarily disqualify an applicant; it will be considered relative to the specifics of the position.

Why do you want to become a Purdue EMG volunteer? _____



Please share your prior volunteer experience:

| Organization | Volunteer Role | City/State | Years |
|--------------|----------------|------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

Please indicate your education, experience, skills and interests that might relate to the Purdue EMG Program:

The following questions regarding gender, race, and ethnicity are optional.

Gender

- Male
- Female
- Not Listed
- Prefer Not to Answer

What is Your Race?

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Some Other Race
- Two or More Races
- Prefer Not to Answer

What is Your Ethnicity?

- Hispanic
- Non-Hispanic
- Prefer Not to Answer

Provisions of the Agreement to Participate in the Purdue Extension Master Gardener Program

Please read the statements below. By signing this form, you agree to all the statements below.

- **Use of Title.** I understand that the title “Purdue Extension Master Gardener” is to be used exclusively in the Purdue EMG Program. Purdue EMGs are expected to identify themselves as such only when engaged in unpaid public service approved by Purdue Extension. Appearing in a commercial activity, endorsing commercial products, or implying Purdue University endorsement of any product or place of business are inappropriate and violate the policies of the Purdue EMG Program.
- **Understanding Policies.** I have read the Purdue EMG Program Policy Guide (www.hort.purdue.edu/mg) and agree to follow all policies regarding participation in the program.
- **Age Certification.** I am 18 years or older.
- **Registry Checks.** I consent to annual registry checks via the Dru Sjodin National Sex Offender Registry and Indiana Sex Offender Registry as explained in the Purdue EMG Program Policy Guide.



- **Identity Verification.** I agree to provide evidence of a government-issued photo ID verifying my identity.
- **Behavioral Expectations.** I agree to abide by the adult behavioral expectations for Purdue EMGs explained in the Purdue EMG Program Policy Guide.
- **Pest Recommendations.** I agree to make recommendations to the public according to the Purdue EMG pest information policy outlined in the Purdue EMG Program Policy Guide.
- **Liability Release.** I understand that participating in the Purdue EMG Program can involve certain risks to me. I accept those risks. I hereby discharge Purdue University, the Trustees of Purdue University, the county commissioners, the Purdue Extension county office, and each of their trustees, officers, appointees, agents, employees, and volunteers (“Released Parties”) from all claims that I might have for any injury or harm including death, arising out of my participation in any activity related to the Purdue EMG Program, even if such injury or harm is caused by the negligence or fault of any of the Released Parties. I do not, however, release these individuals and entities from liability for intentional, willful, or wanton acts and this release shall not be construed to include such acts.
- **First Aid.** I give permission for Purdue EMG Program and its representatives, and emergency personnel to make necessary first aid decisions if I am injured or fall ill while participating in Purdue EMG Program activities. I shall be financially responsible for the cost of any medical treatment.
- **Photo Release.** I grant permission for the Purdue EMG program to use videos or photographs of me for educational purposes or promotion of the Purdue EMG program and/or Purdue Extension programs.
- **Vehicle Use.** I certify that I comply with all requirements established by the Purdue University Use of Vehicles for University Business policy explained at www.purdue.edu/business/risk_mgmt/Vehicle_Use_Info.
- **Volunteer Service.** I agree to contribute at least 40 hours of volunteer service within two years of completing Purdue EMG Basic Training (See note on page 7 of the Purdue EMG Program Policy Guide concerning minimum certification requirements.). I also understand that in order to continue my certification as a Purdue EMG I must contribute at least 12 hours of volunteer service and 6 hours of educational training approved by my EMG county coordinator each subsequent year. I agree to report volunteer activity and educational training hours to the EMG county coordinator at least once per year using a reporting method approved by the EMG county coordinator.
- **County Coordinator.** I understand that the Purdue Extension educator serving as the Master Gardener county coordinator for the county where I volunteer as a Purdue EMG is the coordinator and advisor for the Purdue EMG Program in that county and for my involvement in the program.
- **Notification of Changes.** I will contact the Purdue EMG county coordinator or Purdue EMG state coordinator if changes in my life occur that cause me to be ineligible to serve as a Purdue EMG volunteer.

Applicant’s Signature _____

Applicant’s Printed Name _____ Date _____

Purdue Extension Office Use Only

National Sex Offender Registry Check — Date Completed _____

Purdue Extension Office Staffer Completing Check _____

Indiana Sex Offender Registry Check — Date Completed _____

Purdue Extension Office Staffer Completing Check _____

Verification of Photo ID — Date Completed _____

Purdue Extension Office Staffer Completing Verification _____