

July 17, 2019

Dear Gardening Friend,

Thank you for your interest in becoming a Purdue Master Gardener volunteer! This document serves as your welcome to the Purdue Master Gardener Program and will guide you through the registration process for the Basic Training Course.

### Introduction

Classes will be held at the **Vanderburgh 4-H Center** at 201 E. Boonville – New Harmony Road, Evansville, IN in the **Conference Room**. Classes will run on Thursday evenings (6 pm – 9 pm). Classes begin September 19th, and complete no later than December 19<sup>th</sup>. Below is a draft schedule of classes and topics. Topics may need to be rearranged to accommodate speakers.

<u>Date</u>	<u>Topic</u>	<u>Date</u>	<u>Topic</u>
9/19	Orientation and Plant Science	11/7	Fruit Production
9/26	Soils and Plant Nutrition	11/14	Insect ID and Control
10/3	Vegetable Gardening	11/21	Pesticide Safety and Alternatives
10/10	Woody Ornamentals	11/28	<i>No Class – Thanksgiving</i>
10/17	Plant Disease and Diagnosis	12/5	Lawn Care and Animal Pests
10/24	Invasive Species	12/12	Weed ID and Control
10/31	Herbaceous Ornamentals	12/19	Review and Final Exam

There are a total of 13 sessions, including the final exam. If you know ahead of time that you will be unable to attend one or more of the scheduled class session, let one of the Program Coordinators know when you register for the course. While we don't expect 100% attendance, you are expected to attend all sessions if you are capable, and you will only be allowed to miss up to three classes and still pass, per MG policy. The final exam is an **open-book test** (you can use your notes and handouts), and you only need a score of 70% or more to pass.

Please be advised that this training is for people who wish to become Master Gardener volunteers. All people taking the course are expected to complete 35 hours of volunteer service in the upcoming year. Although we will be covering your volunteer requirements during the first class, please feel free to contact us if you have any questions about this.

### How to Register for the Course

Here are the steps you need to complete to register for the course:

*Please note: Class size is limited. We currently have room for 75 students. To reserve your spot, please complete the registration steps below as soon as you can. We may be able to accommodate more than 75 students, but we cannot guarantee additional space will be available at the time of class.*

1. Start by completing the attached **Purdue Master Gardener Volunteer Application and Agreement**. Please read this completely, and then complete the information on the front and sign the back. This form is required by Purdue University, so that you, as a volunteer, know what your rights and responsibilities are. Once completed, return to one of the Program Coordinators listed below. You can email the form, mail it, or drop it off at either the Gibson County or Vanderburgh County Extension Office.
2. One of the Program Coordinators will complete the required sex offender registry checks. Purdue requires that we check the online Dru Sjodin National Sex Offender Registry and the Indiana Sex Offender Registry for prospective and current/active Master Gardeners. **Please note:** A criminal record will not necessarily disqualify someone from becoming a Purdue Master Gardener, but will be considered as it relates to the specifics of the position. This is all explained in the Master Gardener Program Policy Guide which you will receive on the first day of class, or you can download a copy from: <https://extension.purdue.edu/extmedia/mg/mg-5-w.pdf>.
3. Upon completion of the sex offender registry checks by the Program Coordinator, you will be notified and sent a registration link. Registration for this year's course will be online using the CVENT system. Registration is \$155 which includes all course materials. If a second member from your household is also registering for the course, please notify us before registering for the course as you may be eligible for a discount. Additionally, if you have a financial hardship and cannot afford the full fee, please contact your County Extension office as scholarships may be available.
4. Lastly, per Master Gardener Program policy, you will be required to verify your identity by presenting your identification at your local Purdue Extension office. All you need to do is stop in during business hours and present your driver's license, or other suitable photo identification, to an Extension office staff member. Hint: it's a good idea to call ahead to make sure someone is in the office before stopping by.

That's all there is! After you have registered, we will send you additional information as we draw closer to the start of the course. Please notify us if you have any questions.

Sincerely,

Addie Thornley  
Purdue Extension Master Gardener Coordinator – Gibson County  
athornle@purdue.edu  
812-385-3491 ext. 103

Andrew Smith  
Purdue Extension Master Gardener Coordinator – Vanderburgh County  
smit3744@purdue.edu  
812-867-4935

# Purdue Master Gardener Volunteer Application and Agreement



Please print or type

Full Name \_\_\_\_\_

Alias/Maiden Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

County of Intended Purdue Master Gardener Basic Training \_\_\_\_\_

County of Intended Purdue Master Gardener Service \_\_\_\_\_

*The following questions regarding race and ethnicity are optional*

## Race (check one)

- |  |  |
|--|--|
| <input type="checkbox"/> White or Caucasian                        | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> American Indian or Alaska Native          | <input type="checkbox"/> Asian                     |
| <input type="checkbox"/> Native Hawaiian or other Pacific Islander | <input type="checkbox"/> Multiple Races            |
| <input type="checkbox"/> Undetermined                              |  |

## Ethnicity (check one)

- Hispanic       Non-Hispanic

## Emergency Contact Information (required)

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Relationship \_\_\_\_\_

## Provisions of the Agreement to Participate in the Purdue 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 Master Gardener” is to be used exclusively in the Purdue Master Gardener Program. Purdue Master Gardeners 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 Master Gardener Program.
- **Understanding Policies.** I have read the *Purdue Master Gardener Program Policy Guide* ([www.hort.purdue.edu/mg](http://www.hort.purdue.edu/mg)) and agree to follow all policies regarding participation in the Purdue Master Gardener 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 Master Gardener 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 Master Gardeners explained in the *Purdue Master Gardener Program Policy Guide*.
- **Pest Recommendations.** I agree to make recommendations to the public according to the Purdue Master Gardener pest information policy outlined in the *Purdue Master Gardener Program Policy Guide*.
- **Liability Release.** I understand that participating in the Purdue Master Gardener 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 Master Gardener 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 Master Gardener Program and its representatives, and emergency personnel to make necessary first aid decisions if I am injured or fall ill while participating in Purdue Master Gardener Program activities. I shall be financially responsible for the cost of any medical treatment.
- **Photo Release.** I grant permission for the Purdue Master Gardener program to use videos or photographs of me for educational purposes or promotion of the Purdue Master Gardener 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](http://www.purdue.edu/business/risk_mgmt/Vehicle_Use_Info).
- **Volunteer Service.** I agree to contribute at least 35 hours of volunteer service within two years of completing Purdue Master Gardener Basic Training and understand the number of volunteer hours required for certification may vary depending on the county of participation. I also understand that in order to continue my certification as a Purdue Master Gardener I must contribute at least 12 hours of volunteer service and 6 hours of educational training approved by my Master Gardener county coordinator each subsequent year. I agree to report volunteer activity and educational training hours to the Master Gardener county coordinator at least once per year using a reporting method approved by the Master Gardener 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 Master Gardener is the coordinator and advisor for the Purdue Master Gardener Program in that county and for my involvement in the program.
- **Notification of Changes.** I will contact the Purdue Extension Master Gardener county coordinator or Purdue Master Gardener state coordinator if changes in my life occur that cause me to be ineligible to serve as a Purdue Master Gardener volunteer.

Applicant’s Signature \_\_\_\_\_

Applicant’s Printed Name \_\_\_\_\_ Date \_\_\_\_\_

<i>For Purdue Extension Office Use Only</i>	
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	_____