

# Virginia Cooperative Extension

A partnership of Virginia Tech and Virginia State University



## Loudoun Cooperative Extension

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July 7, 2011

Dear Master Gardener Volunteer Applicant,

Thank you for your interest in the Loudoun County Master Gardener Volunteer Program. Master Gardener Volunteers serve the citizens of Loudoun County by educating the public in horticulture matters. They assist the County Cooperative Extension Office in providing research-based horticulture information, educational programs, and plant diagnostic services to the public. Volunteers:

- Handle telephone, email, and walk-in inquiries at the Extension Office (the Master Gardener Volunteer Help Desk Office);
- Grow a Demonstration Garden (our teaching garden) at Ida Lee Park in Leesburg;
- Provide educational programs to community groups and answer gardening questions at Gardening Clinics and other activities/events in the County;
- Offer programs to the community through our Speakers Bureau, Grass Roots, and Children's Educational Program Teams.

The one-year training program for Master Gardener Volunteers consists of approximately 60 hours of classroom learning and 75 hours of hands-on, practical Internship service to the Extension Office through the Master Gardener Volunteer program. The 75-hour Internship requirement is comprised of:

- 25 hours of staffing the Help Desk Office, under the guidance of an experienced Master Gardener Volunteer; 9 of these hours may be spent staffing Gardening Clinics;
- 25 hours of gardening in the Demonstration Garden, under the guidance of the Demonstration Garden Team;
- 25 hours in other activities, for example: Gardening Clinics, Leesburg Flower & Garden Festival, Spring and Fall Farm Tours, Arbor Day, 4-H Ag Day at Temple Hall Farm.

After completing these requirements, the Intern is certified as a Virginia Cooperative Extension Master Gardener.

The cost to apply for this program is **\$200 for Early Bird Registration** (received by November 1, 2011) or **\$225 for applications received after November 1, 2011**. The check should be made payable to "Loudoun County Master Gardener Association (LCMGA)" and must accompany your application.

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[www.ext.vt.edu](http://www.ext.vt.edu)

Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. An equal opportunity/affirmative action employer.

This fee covers the cost of training. Checks for those individuals not accepted for this training class will be destroyed (or returned if so directed). If you are interested in becoming a Master Gardener Volunteer, please fill out the enclosed application and return it to our office (save money by meeting the Early Bird registration deadline!). Please make sure you include the Contract that you are asked to read and sign so that we know you understand the commitment you are asked to make when accepted into this program. Our address is: Attn. Master Gardener Volunteer Program, Loudoun County Extension Office, 30 Catocin Circle, SE, Suite B, Leesburg, VA, 20175-3614.

Only a limited number of applicants are accepted in order to ensure the class is the appropriate size so Trainees receive individual attention. Important dates you need to know:

- **August 25, 7 pm** - "So You Want to be a Master Gardener Volunteer?" – general information about the MGV program with presentation and question and answer session, Loudoun Extension Office, 30 Catocin Circle SE (Wells Fargo Bank Building), Suite B, Leesburg, call 703-777-0373 to register.
- **August 29, 7 pm** - "So You Want to be a Master Gardener Volunteer?" – repeat of August 25, Purcellville Library, Carruthers Room, 220 E. Main Street, Purcellville, call 703-777-0373 to register.
- **November 21, 7 pm** - Open House for MGV Program Applicants – Social to meet current active MGV and learn more about the program from them directly, Loudoun Extension Office, 30 Catocin Circle SE, Suite B (Wells Fargo Bank Building), Leesburg, call 703-777-0373 to register. **Applicants will be asked to schedule their interview at the Open House, November 21.**
- **November 28 & 29 & December 5 & 6, 9 am to 4 pm** - Interviews for candidates who submitted completed applications will commence. Successful candidates will be notified of their acceptance before Christmas.
- **February 7, 2012, 9 am** – 2012 training class begins; we begin promptly each day at 9 am. Make up days are worked into the training schedule in case of inclement weather.
- **April 2-6, 2012** – Spring Break
- **May 3, 2012** – Last day of training, transition to MGV Intern, luncheon celebration

When you are accepted into the Master Gardener Volunteer Program you begin by attending the initial classroom training program. This includes the following topics: botany, soils & fertilizer, entomology propagation, communications, vegetables, fruits, turf, woody plants, herbaceous plants, water quality, pruning, plant pathology, plant damage diagnosis, pesticides, landscape design, and internship. The text for the course will be The Virginia Master Gardener Handbook. The registration fee includes the cost of the handbook, the Loudoun County Master Gardener Volunteer Redbook, a Virginia Pest Management Guide (PMG) – Home Grounds & Animals (included as part of the LCMGV Redbook), a handlen, membership to the Virginia Master Gardener Association (state association for Master Gardeners), and a LCMGV t-shirt. The manuals and PMG, reflect the emphasis and time that is dedicated to plant pathology and insect identification and diagnosis and protecting the environment when using pesticides.

Classroom training is scheduled to begin February 7, 2012, and will be completed the first week of May. ***We do take Spring Break at the same time as Loudoun County Public Schools.*** Training classes are Tuesday and Thursday mornings beginning promptly at 9:00 a.m. in the Extension Office downstairs conference room at 30 Catocin Circle, SE (Wells Fargo Bank Building), Suite B, Leesburg. Most classes generally end at noon. However, there are ***several classes with hands-on activities or that are held off-site that may continue into the afternoon.*** Propagation, Pruning, Help Desk Training, and Internship are examples of classes that may extend into the afternoon. In addition, there will be several optional opportunities to stay after class for a brown bag lunch where experienced Master Gardener.

Volunteers will be on hand to discuss and answer questions about the Help Desk Office, the Demonstration Garden, other Internship activities and events, as well as general gardening questions.

Thank you for your interest in the Loudoun County Master Gardener Volunteer Program. If you have questions, please contact me in the Extension Office at 703-771-5838. The Master Gardener Volunteer Program is enjoyable and rewarding for our participants, and I believe that you will find it a worthwhile way to serve your community.

Sincerely,

A handwritten signature in cursive script that reads "Debbie D. Dillion".

Debbie D. Dillion, Urban Horticulturist

**LOUDOUN COUNTY  
MASTER GARDENER VOLUNTEER PROGRAM  
APPLICATION**

I WISH TO VOLUNTEER FOR THE Loudoun County Master Gardener Volunteer Program. If I am accepted, I agree to make every reasonable effort to complete the one-year training program.

*\*Please print\**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

COUNTY \_\_\_\_\_ STATE Virginia ZIP CODE \_\_\_\_\_

PHONE (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

E-MAIL \_\_\_\_\_

OCCUPATION \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

1. Describe your personal experience and/or interest in gardening/horticulture.

2. Do you have training, experience, or special interests in a particular field of horticulture? (Botany, Entomology, Propagation, Vegetables, Fruit, Trees, Herbaceous Plants/Bulbs, Plant Diseases, Pesticides, Landscaping, etc.)?    \_\_\_ Yes    \_\_\_ No

If so, what field(s) and describe your experience and level of expertise (extensive, moderate or limited).

3. Describe any volunteer experience you have working within the community. (Need not be horticultural.)

4. Do you have skills, talents, or abilities in non-horticultural areas that you would volunteer in support of the Master Gardener Volunteer Program? Check all that apply. List any other skills.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Lettering                                    | <input type="checkbox"/> Sign/poster Making | <input type="checkbox"/> Writing             |
| <input type="checkbox"/> Photography                                  | <input type="checkbox"/> Public Relations   | <input type="checkbox"/> Public Speaking     |
| <input type="checkbox"/> Management                                   | <input type="checkbox"/> Carpentry          | <input type="checkbox"/> Radio/TV experience |
| <input type="checkbox"/> Secretarial                                  | <input type="checkbox"/> Counseling         | <input type="checkbox"/> Teaching            |
| <input type="checkbox"/> Graphics                                     | <input type="checkbox"/> Organization       | <input type="checkbox"/> Media Contacts      |
| <input type="checkbox"/> Computer Use (indicate programs used): _____ |   |  |
| <input type="checkbox"/> Other: _____                                 |   |  |

5. Do you have access to a computer at home?  Yes  No

6. Are you interested in working with others?  Yes  No

If yes, check which groups you are most interested in working with:

- |  |                                     |  |                                   |
|--|-------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> General Public  | <input type="checkbox"/> Youth      | <input type="checkbox"/> Disabled        | <input type="checkbox"/> Minority |
| <input type="checkbox"/> Senior Citizens | <input type="checkbox"/> Low Income | <input type="checkbox"/> Other (Specify) | _____                             |

7. When are you available to volunteer for Master Gardener activities? (Check all that apply.)

- |                                   |                                   |                                  |  |                                 |
|-----------------------------------|-----------------------------------|----------------------------------|--|---------------------------------|
| <input type="checkbox"/> Flexible | <input type="checkbox"/> Spring   | <input type="checkbox"/> Summer  | <input type="checkbox"/> Fall                  | <input type="checkbox"/> Winter |
| <input type="checkbox"/> Evenings | <input type="checkbox"/> Weekends | <input type="checkbox"/> Weekday | <input type="checkbox"/> Business hours (9 -5) |                                 |

8. Why do you wish to become a Master Gardener Volunteer?

9. How did you learn about the Loudoun Master Gardener Program? (Check all that apply.)

Newspaper       Internet       TV       Radio       Brochure  
 Family/Friend       Master Gardener       Other: \_\_\_\_\_

10. What Master Gardener activities interest you the most?

Answering telephone calls about gardening       Working at clinics, or public events  
 Speaking to civic groups       Working in a demo-garden  
 Other: \_\_\_\_\_

11. Do you belong to a garden club or plant society?  Yes       No      If so, please list name.

\_\_\_\_\_

What do you see as the difference, if any, between that group and the Master Gardener Volunteers?

12. Tell us anything else you might want us to know when considering your acceptance for this program.

## Loudoun County Master Gardener Volunteer Contract

**As a participant in the Loudoun County Master Gardener Volunteer Program, I agree to:**

1. Attend all classroom training sessions, February to May 2012. You may be asked to withdraw from the program if you miss more than one class.
2. Serve a 75-hour internship of continued learning:
  - 25 hours on the Master Gardener Help Desk,
  - 25 hours in the Demonstration Garden, and
  - 25 hours in other approved Master Gardener Volunteer activities.
3. Abide by the following rules and regulations:
  - a) Answer horticultural questions in accordance with the principals taught in Master Gardener Training;
  - b) Identify myself as a “Master Gardener” only when performing volunteer service;
  - b) Abstain from using the title “Master Gardener” in promoting myself or any commercial organization or enterprise;
  - c) Offer pesticide recommendations only as stated in the Virginia Cooperative Extension Pest Management Guide Home Grounds & Animals or as directed by a Virginia Cooperative Extension Agent.

**Note:** Master Gardener Certification is only valid when you are participating in a Virginia Cooperative Extension Master Gardener sponsored program or activity; and only when you have met the state and local requirements to maintain status as an **active Master Gardener Volunteer**.

**Your Name:** \_\_\_\_\_

*(as you wish it to appear on your name badge – please print)*

**Your Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_