UF/IFAS Extension Martin County
2614 SE Dixie Hwy, Stuart FL 34996
Phone: (772) 288-5654
Fax: (772) 288-4354
http://martin.ifas.ufl.edu
goodiel@ufl.edu

May 20, 2016

Dear Prospective Master Gardener Volunteer:

Thank you for your interest in the University of Florida Institute of Food & Agricultural Sciences (UF/IFAS) Extension Martin County Master Gardener volunteer program. The enclosed Sprouting Kit contains information about the UF/IFAS Extension Florida Master Gardener program, as well as the role and responsibilities of a volunteer Master Gardener. It will also give you insight into UF/IFAS Extension, how it functions, and how Master Gardeners operate as part of Extension.

The next UF/IFAS Extension Martin County Master Gardener training program is scheduled to begin on September 7, 2016. It will run weekly, with most classes held on Mondays and Wednesdays from 8:30 a.m. to 4:30 p.m. through November 3, 2016. Applications from prospective trainees must be submitted to the UF/IFAS Extension Martin County office (2614 SE Dixie Highway, Stuart FL 34996) before 5 p.m., July 1, 2016. Applicants will be notified by July 15 if they have been selected for an interview. In order to be considered for the program, it is necessary for you to do several things:

- Study the attached Sprouting Kit and complete the application, Record of Volunteer Service, and Volunteer Agreement. Return the completed application and forms to the UF/IFAS Extension Martin County office (2614 SE Dixie Highway, Stuart FL 34996) before 5 p.m., July 1, 2016.
- Attend an interview. If your application is selected, we will contact you on or before July 15 to schedule your interview.
- Pay the training registration fee of $175 when you come for your interview; if you are not selected for the training, your registration fee will be returned to you. Please make your check payable to **University of Florida**. The fee covers the materials you will use during training and the cost to administer the program.

If you have any questions, please do not hesitate to contact me at 772-288-5654 or goodiel@ufl.edu. Thank you for your interest in this program, and I look forward to meeting you in the near future.

Sincerely,
Yvette Goodiel
Martin County Master Gardener Coordinator &
Sustainability & Commercial Horticulture Extension Agent II

UF/IFAS Extension Martin County Master Gardener
2016 Training Schedule

Wednesday, September 7, 2016, 8:30 a.m. – 4:30 p.m.

- Orientation
- Welcome luncheon with Mentors
- Florida-Friendly Landscaping
- Tour Demonstration Garden at UF/IFAS Extension Martin County

Monday, September 12, 2016, 8:30 a.m. – 4:30 p.m.

- Plant Science/Botany
- Plant Propagation

Wednesday, September 14, 2016, 8:30 a.m. – 4:30 p.m.

- Landscaping, Planting, and Maintenance
- Weeds

Monday, September 19, 2016, 8:30 a.m. – 4:30 p.m.

- Palms
- Turfgrass

Wednesday, September 21, 2016, 8:30 a.m. – 4:30 p.m.

- Vegetables
- Dooryard Fruits

Monday, October 3, 2016, 8:30 a.m. – 4:30 p.m.

- Plant Pathology
- Entomology

Wednesday, October 5, 2016, 8:30 a.m. – 4:30 p.m.

- Nematology
- Pesticides & Pesticide Safety

Monday, October 17, 2016, 8:30 a.m. – 4:30 p.m.

- Soils, Nutrients, and Fertilizers
- Irrigation Techniques

Wednesday, October 19, 2016, 8:30 a.m. – 4:30 p.m.

- Basic Pruning Techniques
- Wildlife Management

Wednesday, October 26, 2016, 8:30 a.m. – 4:30 p.m.

- Citrus
- Invasive Plants
- Tour of Master Gardener Community Demonstration Garden

Thursday, November 3, 2016, 5:30 p.m. – 8:00 p.m.

- Master Gardener evening meeting and Graduation

UF/IFAS Extension Florida Master Gardener Program

The UF/IFAS Extension Florida Master Gardener Program is a volunteer-driven program that benefits UF/IFAS Extension and the citizens of Florida. The program relies on dedicated volunteers who have an interest in gardening and in giving back to their communities.

The History of the Master Gardener Program

In 1979, a group of University of Florida Institute of Food & Agricultural Sciences (UF/IFAS) Extension Agents chose to maximize resources by using a new volunteer training model developed in Washington in 1973, called the Master Gardener program. The horticulture "Master" volunteer concept is so effective that it has since spread throughout the United States and several provinces of Canada.

The Master Gardener program in Florida is administered by the University of Florida's Institute of Food & Agricultural Sciences (UF/IFAS) Extension.

What is Extension?

Extension is a partnership between federal, state, and local governments to provide scientific knowledge and expertise to the public. The University of Florida (UF), together with Florida A&M University (FAMU), administers the Florida Cooperative Extension Service.

At the University of Florida, Extension is located in the Institute of Food and Agricultural Sciences (IFAS), along with the College of Agricultural and Life Sciences (CALS) and the Florida Agricultural Experiment Station, and is called UF/IFAS Extension.

UF/IFAS Extension encompasses thousands of Extension faculty members, scientists, educators, administrative staff, and volunteers, all working to provide solutions for your life. Nick T. Place, Ph.D., is the Dean and Director of UF/IFAS Extension.

The University of Florida's Institute of Food and Agricultural Sciences (UF/IFAS) is a federal, state, and local partnership dedicated to developing knowledge in agriculture, human and natural resources, and the life sciences and to making that knowledge accessible to sustain and enhance the quality of human life.

Master Gardener Program Structure

Within Florida, each county UF/IFAS Extension office chooses whether it wishes to participate in the statewide Master Gardener program. Active counties select a Master Gardener Coordinator, typically the horticulture Extension Agent for that county, who coordinates that county's volunteer recruiting, training, and management efforts. Though there are exceptions, typically volunteers train and serve in their county of residence.

The Statewide Master Gardener Coordinator, Wendy Wilber, provides overall guidance and a centralized curriculum to the county coordinators. The statewide office also issues programmatic policies that counties with active programs must follow.

Program Success

The success of the UF/IFAS Extension Florida Master Gardener program has been phenomenal. In 2014, more than 4,500 volunteers contributed 423,968 hours to local county Extension educational programs, providing horticultural

services to citizens of Florida in 60 Florida counties. This equals $9.78 million or 203 FTEs provided to Florida's economy.

Other noteworthy statistics specific to Martin County include:

- 2014 was the 30-year anniversary of the UF/IFAS Extension Martin County Master Gardener Program.
- Volunteers in Martin County's program contribute an average of 10,500 hours annually, which translates to an annual value of approximately $226,905 per year.
- 94 active UF/IFAS Extension Martin County Master Gardener Volunteers engage with over 15,000 clientele contacts annually.

The ultimate end to the educational outreach efforts of the Florida Master Gardener Program is to extend the vision of the University of Florida/Institute of Food and Agricultural Sciences, all the while protecting and sustaining natural resources and environmental systems, enhancing the development of human resources, and improving the quality of human life through the development of knowledge in agricultural, human and natural resources and making that knowledge accessible.

UF/IFAS Extension Florida Master Gardener Application and Forms

The following pages contain the required Master Gardener application materials, including:

1) Florida Master Gardener Application;
2) Master Gardener Volunteer Agreement; and
3) Record of Volunteer Service

To be considered for the 2016 UF/IFAS Extension Martin County Master Gardener Training Program, please complete all of three documents and provide them to UF/IFAS Extension Martin County at the address below before 5 p.m., July 1, 2016.

UF/IFAS Extension Martin County
2614 SE Dixie Highway
Stuart, FL 34996
ATTN: Yvette Goodiel, Master Gardener Coordinator

Florida Master Gardener Volunteer Application

Citizens interested in volunteering for the UF/IFAS Extension Florida Master Gardener program must complete this application. Acceptance is contingent on return of this form to your county Extension office for submission and clearance through appropriate screening processes. These processes are in place to help ensure the safety and well-being of all Extension program participants.

Please return your completed application and forms to UF/IFAS Extension Martin County, 2614 SE Dixie Highway, Stuart FL 34996 before 5 p.m., July 1, 2016.

General Information

Name: _____ Male ☐ Female ☐

Mailing Address: _____

City: _____ County: _____ Zip: _____

How long have you lived at this address? _____years_____months

(If less than five years, attach a sheet listing all previous addresses for the past five years.)

Day phone: _____ Evening phone: _____

E-mail address: _____

List ***work*** experience during the past 5 years, with most recent experiences first. Add a page if needed.

Employer	Position/Title	City/State	Years

List ***volunteer*** experience during the past five years, with current or most recent experiences first. Identify work with youth and community groups. Add a page if needed.

Organization/Group	Role/Title	City/State	Years

Personal Interest

Why are you interested in volunteering?

References

List three references who have knowledge of your qualifications but who are not related to you.

Name	Mailing Address	Phone

Have you ever pled no contest or guilty to a criminal offense or have you been convicted and/or had adjudication withheld for a criminal offense within the past seven years? Yes ☐ No ☐

If yes, explain:

Have you ever pled no contest or guilty to a criminal offense or have you been convicted and/or had adjudication withheld for a criminal offense involving a minor (including a deferred imposition of sentence?) Yes ☐ No ☐

If yes, explain:

Note: A criminal record will not necessarily disqualify an applicant. A criminal record will be considered as it relates to specific responsibilities of the volunteer role.

I certify that the above information is correct. I authorize the University of Florida IFAS Extension Service to request information for conducting a background check and to contact references. I authorize a check of my driver's license record as needed. I understand that misrepresentation or omission of the facts requested is just cause for non-appointment as an Extension program volunteer. My signature and information below are necessary to process this application.

_____ _____

Signature Date

_____

Date of Birth

_____

Driver's License Number (State)

Florida Master Gardener Annual Volunteer Agreement

Within the state of Florida, most counties maintain active Master Gardener programs. This being the case, a need exists for the establishment of standards for all Florida Master Gardeners to represent their county in a manner consistent with exemplary citizenship and leadership.

To become a certified Florida Master Gardener, one is required to attend the prescribed hours of instruction and pass an examination administered by the University of Florida/IFAS Extension Service. This certification is restrictive in nature and is valid only for one year and when the individual is participating in the Florida Master Gardener Program. New certifications will be issued each year only to those individuals who make a commitment for participation in the coming year. All Florida Master Gardener Volunteers must agree to be screened as outlined by the program's screening guidelines and as deemed appropriate by the County Master Gardener Coordinator. All volunteers working with youth must successfully complete the online Youth Protection Training – YCS800 annually.

As a certified Florida Master Gardener, you will be eligible to attend educational programs such as the Florida Master Gardener Continued Training Conference offered by the University of Florida, as well as local educational programs and field trips provided by the County Master Gardener Coordinator. Master Gardeners are also provided with the most recent information available on environmental horticulture issues and related topics by the County Master Gardener Coordinator and State Extension Specialists.

An inactive Master Gardener is one who is unable to commit to an additional 35 hours annually at present, but would like the opportunity to possibly recertify him/herself in the future. The following policies apply:

1) An inactive Master Gardener is one who has completed their original commitment of 75 hours of volunteer service in the first twelve months following the completion of their training, but is not able to continue to volunteer the minimum of 35 hours of volunteer service and 10 hours of continuing education per year.
2) The inactive Master Gardener must apply to the County Master Gardener Coordinator for recertification. If accepted, he or she must then attend or have attended 10 hours of acceptable horticultural training as approved by the coordinator to re-certify.
3) The inactive Master Gardener must take and pass a comprehensive examination provided by the county Master Gardener Coordinator.
4) An inactive Master Gardener may re-certify at any time as long as the above criteria are met and upon receiving approval from the county Master Gardener Coordinator.
5) Inactive Master Gardeners are ineligible to apply for awards of excellence, receive mailings, attend monthly meetings, or register for continued training opportunities.

The county Master Gardener Coordinator can make exceptions in unusual circumstances.

Master Gardeners are encouraged to participate in all components of the planned program (including record keeping), be responsive to the reasonable requests of the County Master Gardener Coordinator in charge, and be respectful of the need for personal safety and the safety of others. Whenever injuries do occur, they should be reported to the County Master Gardener Coordinator or County Extension Director immediately.

Master Gardener Code of Conduct

Along with active participation, Master Gardeners are expected to uphold a professional demeanor. The University of Florida/IFAS Extension Service functions without regard to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. All Volunteers must follow all University of Florida rules regulations and policies, abide by the Florida Master Gardener Program identity standards and all federal, state and local laws. The University of Florida/IFAS Extension Service does not tolerate:

- Possession or use of alcohol or drugs in the workplace;
- Abuse or theft of public or personal property;
- Sexual harassment or misconduct;
- Verbal abuse or failure to cooperate with other Master Gardeners, staff members, and/or the public;
- Possession or use of weapons or fireworks in the workplace;
- Defamation of the organization;
- Creating an implied or outright University or Extension Service endorsement of any product or place of business;
- Misrepresentation of sources of information;
- Consistently and knowingly giving out incorrect information;
- Use of state and/or county equipment without authorization.

Master Gardener Certification may become void when an individual ceases active participation in the program or dismissal may result from violations described above. Illegal activities will be referred to law enforcement.

Those individuals not continuing in the program are prohibited from representing themselves as Florida Master Gardeners. Such prohibited representations constitute a breach of the terms of the UF/IFAS Extension Master Gardener Volunteer Agreement.

The training and experience gained by participation in the Florida Master Gardener program are valuable and may rightly be listed and featured as qualifications when seeking employment. Once employed, and while serving as a paid employee, or if self-employed, Master Gardeners shall not display credentials or give the appearance of being a Florida Master Gardener at the place of business.

Experienced Florida Master Gardeners may be invited to speak before various community groups. Master Gardeners are prohibited from accepting payment, monetary or other for speaking appearances.

The title "Florida Master Gardener" is to be used only and exclusively in the University of Florida/IFAS Extension Service Master Gardener Program, in which trained and certified Florida Master Gardeners answer gardening questions and educate local residents. Master Gardeners are expected to use the title only when doing unpaid volunteer educational work on the behalf of the University of Florida/IFAS Extension Service.

Florida Master Gardeners shall not use the Florida Master Gardener title in any advertisements or activities not related to University of Florida/IFAS Master Gardener activities. The Florida Master Gardener program represents a University of Florida Extension Service public education program; Master Gardeners are prohibited from endorsing commercial products or implying UF/IFAS endorses any product or place of business.

In making recommendations, which include the use of chemicals (i.e., insecticides, herbicides, and fungicides), Florida Master Gardeners **MUST FOLLOW PUBLISHED** University of Florida/IFAS Extension recommendations. Cultural problems that are not specially covered by University of Florida/IFAS Cooperative Extension Service recommendations may be handled by suggesting treatments, which an experienced Master Gardener considers appropriate. If you are making a recommendation based on personal experience, state clearly that you are speaking for yourself and not the UF/IFAS Extension Service. Questions concerning any commercial horticultural enterprise (i.e., vegetable production, fruit crops production, landscape maintenance of golf course, recreational park, school grounds or commercial nursery production) are to be referred to the local Horticulture Extension Agent.

I have read and fully understand the above agreement regarding my services as a Florida Master Gardener Volunteer and agree to abide by the terms of this agreement, including the Master Gardener Code of Conduct, UF rules and regulations, and all federal, state and local laws. I further agree to perform at least 75 hours of service in my first year and at least 35 hours in each subsequent year to the Florida Master Gardener Program in return for the training provided by the University of Florida/IFAS Extension Service. I enter into this agreement knowingly and voluntarily.

Yvette Goodiel	May 20, 2016
Agent	Date
Signature of Applicant	Date

UF UNIVERSITY of FLORIDA

Record of Volunteer Service

Section 1—VOLUNTEER INFORMATION

Name:_____

Date of Birth:_____ Phone #:_____

Attach proof of age if volunteer is under the age of 18

Home Address:_____

Street City State Zip

Mailing Address (if different than above):_____

Street City State Zip

Have you ever pleaded "nolo contendere" (no contest) to or been convicted or found guilty (even if adjudication withheld) of a first degree misdemeanor or a felony? o Yes* o No

*If yes, please list the date: _____

Offense and disposition (please explain fully): _____

_____

As a volunteer, I agree to abide by all applicable rules and regulations of the University of Florida and guidelines of this unit and to fulfill the volunteer responsibilities to the best of my ability. I understand that I will receive no monetary benefits in return for the volunteer service I provide and that the university may terminate this agreement at any time without prior notice.

Volunteer's Signature:_____ ***Date:*** _____

As the parent/guardian of _____, I grant my permission for him/her to participate as an unpaid volunteer for the University of Florida. I further acknowledge that I have completed the Authorization for Treatment form on his/her behalf.

Parent/guardian: _____ _____ _____

Print name Signature Date

Section 2—TO BE COMPLETED BY THE SUPERVISOR

Department where volunteer will work: UF/IFAS Extension Martin County

Supervisor responsible for volunteer's work: Yvette Goodiel, UF/IFAS Extension Martin County Master Gardener Coordinator

Supervisor's phone #: 772-419-6962

Please describe the work the volunteer is expected to perform: MG Volunteer

Volunteer's qualifications to perform this work: Master Gardener Training Program certification in progress

Volunteer work will begin September 7, 2016 and end December 31, 2016

Volunteer's references: (see attached application for references)

Name Relationship to volunteer Phone #

_____

Name Relationship to volunteer Phone #

Supervisor's Signature:_____ ***Date:*** _____

This form should be maintained by the department in which the volunteer will work. HRS-RVS1 03/07