

Eaton/Ingham
County

Master Gardener
Program

2009

Registration Packet

November 10, 2008

Dear Prospective Master Gardener:

Thank you for the interest in the Eaton/Ingham County Master Gardener Program. Enclosed is your registration packet. Please carefully read all the materials before sending the application to our office. Your packet should include:

- * application
- * class requirement information
- * schedule of classes
- * Master Gardener policy statement
- * skills profile

I would strongly suggest returning the application, skills profile and the signed page from the MG policy statement and payment, as soon as possible. The class size will be limited to about 35.

PLEASE NOTE: THE CLASS WILL BEGIN JANUARY 13, 2009 FROM 6:00 p.m. to 9:00 p.m., at St. David Episcopal Church, 1519 Elmwood, Lansing, MI, 48917. The cost will be \$250. If you have any questions, please call Ingham County MSUE at 676-7207. Registrations will be based on first come, first enrolled basis.

We are looking forward to meeting all of you in January. I am sure you will enjoy this program.

Sincerely,

Gary L. Heilig
Extension Horticulture Educator
Ingham County MSUE

George Silva
Extension Horticulture Educator
Eaton County MSUE

**2009 MICHIGAN MASTER GARDENER PROGRAM
APPLICATION
(EATON/INGHAM COUNTY)**

NAME _____
ADDRESS _____ CITY _____
ZIP _____ COUNTY _____
PHONE _____ Day _____ Eve _____
_____ Cell _____ *E-MAIL ADDRESS _____

Years of gardening experience _____

Special gardening interests (examples: roses, bonsai, antique, fruits, ponds)

Garden group affiliations:

CHECK APPROPRIATE BOXES BELOW

- Please consider me for a 50% rebate. My eligibility is based on my written request.
- Consent to list name address and phone number on class list for class members.
- Check here if you want to have your information used only for the Master Gardener Program or to receive other horticulture notices from MSU Extension. By checking this box, you are indicating that you do not want your information included in any freedom of information requests that we may receive.

Please return this application with payment to Master Gardener Program-MSU Ingham County Extension, P O Box 319, Mason, MI., 48854. Cost \$250 - Return by December 19, 2008. Checks should be payable to: Ingham County MSU Extension Service.

**No refunds will be made after the fourth session. (See refund policy.)
Questions: Call 676-7207 (Gary)**

** "MSU Extension programs and materials are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, or family status."

*** "Accommodations for persons with disabilities may be requested by calling Ingham County MSUE at 676-7207 by December 22, 2008 to ensure sufficient time to make arrangements. Requests received after this date will be met when possible."

MASTER GARDENER COURSE REQUIREMENTS

TO RECEIVE A LETTER OF CLASS COMPLETION:

Attendance: Students are allowed to miss only one of the core sessions. You may attend class missed by going to other counties. A schedule of area classes will be made available.

Class points: 100 possible from 10 best quiz grades
150 points possible from final
250 total x 70% required for passing=175 points
All quizzes will be take home and open book. They are due back by the next class period. (No exceptions)

Final exam: Due date is April 21. Notes may also be used. Final exam will be take home and due by (postmarked by) April 21, 2008.
Return exam to: MSUE-MG, P O Box 319, Mason, MI 48854.

FULL REFUND: If a student withdraws before classes begin and no notebook has been issued.

PARTIAL REFUND: The following charges will be deducted from the cost of the class when it is dropped; 1) Minus \$35 for the notebook, 2) An additional \$20/class period attended will be deducted, 3) After attending 4 classes NO refund will be issued.

TO RECEIVE A MASTER GARDENER CERTIFICATION (CERTIFICATE):

Complete the above class requirements.
Complete 40 hours on approved community service projects within 1 calendar year.

Twenty of the 40 community service hours must be on a MSU Extension project approved by the county's MG program coordinator (Gary or George).

See the policy statement for additional information.

TO MAINTAIN ACTIVE MASTER GARDENER STATUS.

See page 3 of Master Gardener Program information.

MASTER GARDENER PROGRAM GRANTS FOR UNDER REPRESENTED GROUPS

PURPOSE:

To encourage greater participation in Extension programs, the Eaton/ Ingham County Master Gardener Program will be offering 3 (three) (\$125.00) scholarship rebates.

ELIGIBILITY:

Will be based on:

- ☞ Student status (e.g., primary, middle or high school, college)
- ☞ Physical disability
- ☞ Under represented groups: (e.g., Hispanic, Asian, Native American, African American, etc.)
- ☞ Income: (e.g., public assistance, fixed income such as social security)
- ☞ Veterans & Senior Citizens
- ☞ Other factors you would like us to consider. (This will allow just about anybody to be eligible if there truly is a need.)

TO APPLY:

Check the box on the application. Please include any information you consider appropriate in assisting me in making a decision (keep it brief), once accepted your payment must be received before being admitted to the class. [You may use the reverse side of this paper to write your summary.]

☼ NOTE: To be eligible for a 50% grant rebate you must be an Eaton/Ingham County resident and complete the class requirements (specifically):
a.) meet attendance requirements
b.) receive a passing grade for the class
c.) turn in the final exam

Thursday, 6:00 p.m. to 9:00 p.m.
St. David Episcopal Church, 1519 Elmwood, Lansing, MI 48917
Cost: \$250

January 13	Program Orientation & Plant	Gary Heilig, Ingham Co. MSU Extension, Horticulture Educator and George Siliva, Eaton County MSU Extension, Horticulture Educator
January 20	Plant & Soil Sciences	Gary Heilig and George Silva
January 27	Soils & Plant Fertility	Gary Heilig and George Silva
February 3	IPM	George Silva
February 10	Wildfire	Mark Hansen, MSU Firewise Bruce Miller, Area Supervisor MDNR
February 17	BREAK	
February 24	Flowers	Ralph Heiden, Jackson Co. MSU Extension, Horticulture Educator
March 3	Vegetables	Gary Heilig
March 10	Turf	George Silva
March 17	Indoor Plants & propagation lab	Gary Heilig
March 24	BREAK	
March 31	Wildlife	Jim Harding, MSU Museum
April 7	Woody Ornamentals	Susan Gruber
April 17	Fruits	Gary Heilig
April 21	FINAL DUE	Gary Heilig
April 28	Snow day	

FINAL EXAM IS DUE (MUST BE POST MARKED BY) APRIL 21, 2009
Mail to: MSUE-MG, P O Box 319, Mason, MI 48854-0319



Michigan Master Gardener Program

History

The Master Gardener Program is a volunteer leader training program offered by Michigan State University Extension (MSUE). It is offered to people who are enthusiastic about growing plants and are willing to share their knowledge with others. This program brings students up-to-date horticultural information and gardening methods, reinforces previous knowledge and helps them learn how to disseminate this information. A Master Gardener is a volunteer trained by the MSUE to help others learn more about gardening and basic plant science.

The program originated in the state of Washington in 1972 and is now offered by approximately forty-six states and Canada. Wayne County started the first program in Michigan in 1978. Since then, approximately forty-six counties have offered the course in one or more years with a total of over 10,000 people participating. In 1995 over 1,270 individuals from thirty-four counties took the course.

Mission

The Master Gardener Program serves two major and equal functions:

To provide instruction in basic horticulture science to motivated and active gardeners through an adult educational program offered through Michigan State University Extension

and

To provide Extension with trained volunteers committed to responding to the demands for gardening information, advice and assistance through community service projects.

Educational Requirement

Master Gardener classes meet for a minimum of eleven weeks usually during the winter months. Master Gardener trainees are expected to attend each class session. Classes are taught by county Extension agents, specialists from MSU and local gardening experts. Students work from a 700-page Master Gardener notebook. The intent of the course is to provide a basic overview of major horticultural subjects while introducing the student to a variety of resources for future reference. The training teaches the Master Gardener to consider all sides of a gardening problem before making a recommendation.

Topics covered in the eleven basic class sessions are:

1. Introduction to Plant Science
2. Soils for Plant Growth
3. Flower Gardening
4. Household Pests and Wildlife
5. Indoor Plants and Their Care
6. Lawn Establishment and Care
7. Integrated Pest Management
8. Growing Small Fruits
9. Growing Tree Fruits
10. Vegetable Gardening
11. Woody Ornamentals

Students are given weekly quizzes throughout the course and must receive a score of 70% on the final exam to qualify as a Master Gardener. The final is a take-home exam that emphasizes the student's ability to gather the appropriate information from resource material cited throughout the course.

Community Service Commitment

The Master Gardener training course consists of a minimum of 40 hours of instruction. An equivalent number of community service volunteer hours are required to become a certified Master Gardener. One half of these hours must be spent on Extension sponsored projects. Examples are, working at a telephone hotline, developing educational materials, and staffing a Master Gardener information booth at the county fair. The other hours may be given to activities related to horticulture in the community. Some examples are, designing and planting community beautification projects; working with youth to create an elementary school garden; using horticultural therapy with the disabled and elderly; and setting up garden programs in homes for battered women.

Advanced Master Gardener

Advanced Master Gardener certification is offered to certified Master Gardeners who have completed the basic course and community service commitment. An additional 30 hours of course work and 50 hours of community service are required to achieve the status of Advanced Master Gardener. Course credit may be obtained by attending classes offered from a variety of sources, including community colleges, local community education programs and garden clubs. Also, every year a Master Gardener Summer Conference is held, providing additional training. This three-day program offered on the campus of MSU involves in-depth exploration of topics currently of interest in the horticultural community.

CALL YOUR COUNTY EXTENSION OFFICE FOR DETAILS ON THE MASTER PROGRAM IN YOUR AREA OR CALL THE MASTER GARDENER STATE COORDINATOR, MARY WILSON @ 248-858-1008.

2009 Master Gardener Skills Profile

Please check all appropriate items. This information will assist us when trying to match people with specific projects.

- _____ graphic design/art
- _____ editing
- _____ likes to work with children (list age range) _____
- _____ likes to work with senior citizens
- _____ language skills (list: _____)
- _____ manual labor (planting, watering, weeding)
- _____ office assistance (phone calls, info' requests, etc.)
- _____ organizational skills
- _____ photography/videographer
- _____ public speaking
- _____ video production
- _____ web site design and maintenance
- _____ word processing
- _____ writing skills
- _____ grant writing
- _____ other:

Name: _____

Phone: _____ (Day)

Return with application to:

Ingham Co. MSUE	Eaton Co. MSUE
Gary L. Heilig or	George Silva
2009 MG Program	2009 MG Program
121 E. Maple Street	551 Courthouse Dr., Suite1
P O Box 319	Charlotte, MI 48813
Mason, MI 48854	

* List topics that you would be willing to speak on. Your name will be added to the Master Gardener speaker bureau list.

Policy Statement

Every Master Gardener Volunteer trainee is asked to read and sign a copy of the Master Gardener Volunteer Program policy statement. This policy statement describes the two requirements necessary for achieving Master Gardener Volunteer status: the educational training course and the volunteer commitment. It also explains the requirements for annual re-certification and how to become active when you have been inactive for one or more years.

Additional important information in the policy statement is Master Gardener Volunteer liability coverage and the MSU Extension policy regarding criminal history background checks for all volunteers.

Finally, the policy statement contains a Standards of Behavior section that every Master Gardener Volunteer trainee must agree to follow.

If you have not already read and signed a copy of the Master Gardener Volunteer Program policy statement, please do so now. A copy of the policy statement follows.

Michigan State University Extension Master Gardener Volunteer Program Policy Statement

Mission

Biological environments are essential to life. Michigan State University is a primary provider of plant research and education, dedicated to the preservation and enrichment of life. The Master Gardener Volunteer Program, available to all citizens of Michigan, is designed to develop a cadre of Michigan State University Extension (MSUE) volunteers trained in horticulture. Their knowledge and skills related to basic plant science and home gardening enables these volunteers to improve the quality of life in their communities. This is accomplished by increasing people's appreciation for and use of plants and by providing them with instruction on growing plants using environmentally sound practices.

Qualifications

An individual interested in becoming a Master Gardener Volunteer must possess the following qualifications:

- A strong interest in horticulture and home gardening.
- Willingness and availability to undertake extensive training in consumer horticulture practices.
- Willingness and ability to provide 40 hours of horticulture-related volunteer community service as approved by MSUE.

- _ Ability to communicate and share knowledge effectively and diplomatically with others.
- _ Willingness to support MSUE staff in giving citizens up-to-date consumer horticulture information.

Educational Training Course

County Master Gardener Volunteer Programs will offer the following core training classes:

- Orientation to MSUE and Master Gardener Volunteer Program
- Plant Science
- Soils for Plant Growth
- Flower Gardening
- Lawn Care
- Vegetable Culture
- Small Fruit Culture
- Tree Fruit Culture
- Woody Ornamentals
- Integrated Pest Management
- Indoor Plants
- Household Pests

MSU Extension provides the formal training program. Instructors are Extension staff members, experienced Master Gardener Volunteers and other experts.

The training program provides a balanced, integrated, practical course in plant science. Special topics, based on local needs, may be added. Core training is held during 2-to3-month period, with follow-up training or in-service provided during the year according to local needs and resources.

Attendance: Each Master Gardener Volunteer trainee is expected to attend every classroom session. If a participant misses more than one session and does not arrange to make up the session, he or she cannot become a certified Master Gardener Volunteer.

Examination and quizzes: To become a Master Gardener Volunteer, trainees will take weekly quizzes and must pass a final examination with a score of 70 percent or better. The final examination, a take-home test, emphasizes an individual's ability to gather accurate information from class notes and other reference material. This emphasis on problem-solving techniques and resources will help Master Gardener Volunteers as they give horticultural assistance to others.

Volunteer Commitment

The Master Gardener Volunteer training course consists of a minimum of 40 hours of core instruction and 40 hours of volunteer work, in horticulture/gardening-related activities. The purpose of the volunteer requirement is to extend MSU Extension's educational programs in the areas of horticulture, gardening and small-scale food production.

These horticulture/gardening activities that count toward Master Gardener Volunteer certification must have educational value for others and be nonpaying for the Master Gardener Volunteer. The volunteer will provide reliable and accurate information to the

public from requests received via telephone, office visits or letter inquiries and by use of displays, classes and workshops in matters related to home gardening.

At the discretion of each county Master Gardener Volunteer coordinator, 20 of the required 40 volunteer hours will be spent working on MSUE-directed projects and activities related to horticulture.

For the remaining 20 hours, participants are encouraged to volunteer their time in a way that is especially meaningful to them. Approval by the county Master Gardener Volunteer coordinator must be obtained before engaging in any volunteer activity. Through volunteering, trainees enrich their knowledge of horticulture, help others through education and launch exciting ideas.

Documentation: It is the responsibility of the Master Gardener Volunteer trainee to document his/her time and report that time in writing to the county Master Gardener Volunteer coordinator for tabulation.

Time limits: An individual has one year from the end of the Master Gardener Volunteer training course to complete the required 40 volunteer hours.

Certification

Participants receive Master Gardener Volunteer certification after successful completion of the educational training course and the volunteer requirement. Certificates and name badges are awarded.

Recertification

A Master Gardener Volunteer may recertify for participation in the program for another year by:

Providing a minimum 15 hours of MSUE-approved volunteer service each year; and: completing 5 additional hours of horticulture training each year. All educational programs sponsored by MSU and others must be approved by the county Master Gardener Volunteer coordinator. Full credit, hour for hour, will be issued for attending MSUE programs, state and international Master Gardener conferences and MSU courses. Courses *not* sponsored by MSU will be awarded one-half hour credit for each hour of class time.

Inactive Status

An inactive Master Gardener Volunteer is one who is unable to commit to the annual recertification requirement of 15 volunteer hours and five hours of horticulture training. For recertification, a Master Gardener Volunteer who has been inactive for one to three years must attend five hours of acceptable horticulture training for each year of inactive status. He/she must also provide 15 hours of volunteer service *for each year* of inactive status.

To be recertified, a Master Gardener Volunteer on inactive status for more than three years is required to:

- Retake the basic Master Gardener Volunteer core training to assure that his/her knowledge base is current, *and:*

Provide 15 hours of volunteer service to the county MSU Extension office.

Out-of-State Transfers

Master Gardeners who are certified in another state may be admitted to a Michigan Master Gardener Volunteer Program by meeting the following criteria:

- Purchase a current MSUE Master Gardener Volunteer training manual.
- Score a minimum 70 percent on the take-home exam administered by MSUE. The test emphasizes an individual's ability to gather accurate information.
- Comply with the recertification process.

Liability

The MSU indemnification policy is extended to Master Gardener Volunteers performing services solely for and under the direction of MSUE.

Criminal History Background Check

As a policy of MSU Extension, a criminal history background check must be run for any Master Gardener Volunteer who will be volunteering under the following circumstance:

When working with children or impaired adults the volunteer will be alone, without another adult present for more than 15 minutes.

Guidelines

The title, MSUE Master Gardener Volunteer, is to be used only and exclusively by individuals trained and certified to help MSUE. The title is valid only when the volunteer is participating in the Michigan Master Gardener Volunteer Program.

Training and experience gained by participating in the Michigan Master Gardener Volunteer Program are valuable, and may rightfully be listed as qualifications when seeking employment. Employed Master Gardener Volunteers are allowed to display credentials at their place of business.

On Master Gardener Volunteer speaking engagements, it is appropriate to receive payment for expenses only, such as supplies and mileage. If an honorarium is offered, it may be accepted and given to the county Master Gardener Volunteer Program.

Master Gardener Volunteers do not give specific recommendations for use of fertilizers and pesticides. Master Gardener Volunteers must encourage others to follow label recommendations included with all products.

Standards of Behavior

The standards of behavior are a contractual agreement accepted by volunteers who commit to the MSU Extension Master Gardener Program. These standards guide the volunteer's behavior during their involvement with the Master Gardener Volunteer Program. Just as it is a privilege for MSU Extension to work with those who volunteer their time and talents to the Master Gardener Program, a volunteer's involvement in the

program is a privilege and a responsibility, not a right.

The MSU Extension Master Gardener Volunteer Program provides unbiased, research-based educational programs accessible to all Michigan residents. The primary purpose of the standards of behavior is to ensure the safety and well-being of all Master Gardener Volunteer Program participants (i.e., target audiences, professionals and volunteers.)

Master Gardener Volunteers are expected to function within the guidelines of Michigan State University, MSU Extension and the MSU Extension Master Gardener Volunteer Program.

The MSU Extension Master Gardener Volunteer will:

- _ Uphold volunteerism as an effective way to meet the horticultural needs of Michigan consumers.
- _ Uphold an individual's right to dignity, self-development, and self-direction.
- _ Accept supervision and support from professional Extension staff while involved in the program.
- _ Accept the responsibility to represent their individual county Master Gardener Volunteer Program and the Michigan Master Gardener Volunteer Program with dignity and pride by being positive mentors for others.
- _ Conduct themselves in a courteous and respectful manner, with fairness, honesty and integrity.
- _ Respect, adhere to, and enforce the rules, policies and guidelines established by their county Master Gardener Volunteer Program, the MSU Extension Master Gardener Volunteer Program and Michigan State University Extension.
- _ Not commit a felonious criminal act.
- _ Comply with equal opportunity and anti-discrimination laws.
- _ Perform duties in a responsible and timely manner.
- _ Report immediately any threats to the volunteer's emotional or physical well-being to the county Extension professional coordinating the Master Gardener Volunteer Program.
- _ Accept the responsibility to promote and support Master Gardener Volunteer activities in order to develop an effective county, state and national program.
- _ Operate machinery, vehicles and other equipment in a responsible manner.

I have read and understand the Michigan State University Extension Master Gardener Volunteer policy statement and standards of behavior outlined above. I agree to comply with the guidelines and fulfill the commitments required. I also understand that failure to comply with the above guidelines and policies may result in expulsion from the program at the discretion of the supervisory extension agent.

Name: _____ County: _____

Address: _____

Email: _____ Daytime phone: _____

Date: _____

Please *sign* this page and return it to your county Master Gardener Volunteer Coordinator.

