



OSU Extension, Medina County  
120 W. Washington St. Suite 1L  
Medina, OH 44256

330-725-4911

Dear Potential Master Gardener Volunteer,

Thank you for your interest in the OSU Extension Master Gardener Volunteers (MGV) program. Volunteers are an integral part of our organization and make a significant contribution to consumer horticulture programming throughout Ohio. Following is important information about the Ohio State University Extension volunteer selection process. All individuals interested in volunteering with OSU Extension must abide by these selection procedures.

All potential volunteers will:

1. Receive a copy of the Master Gardener Volunteer Program Policy Statement (enclosed).
2. Receive a position description (enclosed)
3. Complete an application (enclosed) and return it to the OSU Extension Office in Medina.
4. Provide 3 references.
5. Complete an interview (you will be contacted).
6. Complete a background check
7. Agree to and sign the Volunteer Standards of Behavior and the Master Gardener Volunteer Pest Management Information Policy (enclosed).

To complete the application process, fill out and return this application to: **OSU Extension, Attn: Ashley Kulhanek, 120 W. Washington St., Suite 1-L, Medina, OH 44256** or email to [Kulhanek.5@osu.edu](mailto:Kulhanek.5@osu.edu). **Applications are due by MAY 31, 2018.**

Please know that all personal information is kept secure. The release of information will follow The Ohio State University and Ohio State University Extension operating procedures and will be in accordance with Ohio law.

Serving others in your community brings immense satisfaction as you help them grow, learn, develop, and succeed. Additionally, volunteering provides you an opportunity to gain new skills, help others, and meet new friends. We hope that you recognize the tremendous benefit of volunteering and will join us in helping assure that everyone involved has a positive, educational experience.

We are excited to have you join this outstanding volunteer program to further your horticulture education as well as make a difference in your community.

Sincerely,

Ashley Kulhanek  
Extension Educator, Ag & Natural Resources  
Ohio State University Extension  
Master Gardener Volunteer Program



# OHIO STATE UNIVERSITY EXTENSION MASTER GARDENER VOLUNTEER PROGRAM



## POLICY STATEMENT

REVISED OCTOBER, 2016

### PURPOSE

The Ohio State University Extension (OSUE) Master Gardener Volunteer (MGV) Program is an educational program designed to meet the consumer horticulture needs of Ohio citizens. Its purpose is to train volunteers and utilize their expertise to teach people more about plants and pests, their culture, and their importance to the environment and to our quality of life. MGVs provide technical assistance to their county Extension office in order that consumer horticulture activities and programs can be more effectively and efficiently delivered to Ohio's gardening public.

MGV trainees receive formal training from their county Extension office covering a wide range of pertinent horticultural topics. To become a MGV, the trainee must complete the training program, pass the required exams, and volunteer a specified number of hours to OSU Extension.

The volunteer commitment may be fulfilled in a number of different ways depending on the determined needs of the county residents. After the completion of the initial required training and volunteer hours, one becomes a certified OSUE MGV. Volunteers are encouraged to continue with the program by recertifying and assisting with the horticulture program as a certified OSUE Master Gardener Volunteer.

The Ohio MGV Program is supported on the state level by the OSU Extension Agricultural and Natural Resources Program Area and the Department of Horticulture & Crop Science. The State MGV Coordinator along with the guidance of a State MGV Advisory Committee develops policies and guidelines for the operation of the program; develops and implements the state support budget; provides some training and recognition materials; in-service opportunities; and other resources for counties conducting the program. On the county level, the program is coordinated by an Extension professional who manages the program directly or supervises a MGV program coordinator.

### TRAINING

The formal training program is the responsibility of the county Extension professional managing the program. Instructors are Ohio State University faculty, Extension Specialists, Extension Associates, experienced Master Gardeners, and other experts.

The training program is to provide a balanced, integrated practical course in plant science. Core topics that are to be part of the training in every county are Orientation to Extension and the Master Gardener Volunteer Program; Basic Botany and Plant Physiology; Soils and Fertilizers; Basic Entomology; Basic Plant Pathology and Plant Disease Diagnostics; Integrated Pest Management and Pesticide Use and Safety; Home Lawn Care; Annuals, Perennials and Bulbs; Trees and Shrubs; Home Vegetable Production; Home Fruit Production; Houseplants; and Backyard Wildlife Management. Special topics, based on local needs, may also be part of the curriculum.

The principle resource for the training will be the Ohio MGV Training Manual that includes the core topics and material appropriate to Ohio. Core training is held during a 2-3 month period, with continuing education or in-service training provided during the year in accordance with county and regional needs and resources. An annual statewide conference is offered to assist in fulfilling continuing education requirements, give program updates and present awards.

## ATTENDANCE

Each MGV trainee is expected to attend every class session. The trainee is responsible for initiating provisions to make up any missed sessions. A limit on the number of allowable absences may be made by the county MGV coordinator.

## EXAMINATIONS & QUIZZES

Each trainee must pass all quizzes and examinations with a cumulative average of 70% or better. There will be quizzes that test the trainees' knowledge of broad plant science principles, as well as a final open-book or take-home exam to test the trainees' abilities to retrieve information from reference materials.

## CERTIFICATION

Upon entering the training program, each trainee becomes a MGV intern. Upon fulfillment of the training classes and the 50 hour volunteer commitment, the participant will then receive an official MGV certificate, an official OSUE MGV name tag, and a 50 hour OSUE MGV logo pin.

## VOLUNTEER COMMITMENT

The MGV training course consists of a minimum of 50 hours of instruction. A volunteer then completes 50 hours of service to OSUE to become a certified OSUE MGV. Only unpaid public service in Ohio State University Extension-sponsored activities counts toward the requirement. Other volunteer activities may be counted after receiving prior approval by the local coordinator. The required volunteer hours should be completed within one year of completion of the training course or other time period designated by the county MGV program coordinator.

Each MGV will have a criminal history fingerprint record check, a completed Application, a signed OSU Extension Standards of Behavior, a signed Pest Management Information Policy (see below), and a service record on file at the local Extension office. This information is treated confidentially. Volunteers' records are kept in separate files in a secured place and are accessible only by trained Extension staff. It is the responsibility of the volunteer to make sure that the information on their application (i.e. address, phone, email) and their service record is kept current and accurate. This is necessary for liability reasons and for the protection of the volunteer as well as program clientele.

## USE OF THE TITLE

The title "Ohio Master Gardener Volunteer" is to be used only and exclusively in the Ohio State University Extension Master Gardener Volunteer Program. Ohio MGVs are expected to identify themselves as such only when doing unpaid public service work under the auspices of the Ohio State University Extension. MGVs are advised not to advertise their place of business during extension-sponsored activities, and are not to be listed as MGVs on the advertisements of businesses that they own or where they are employed. Since Ohio State University Extension is a source of unbiased, research-based information, appearing as a commercial activity, having association with commercial products, or giving implied University endorsement of any product or place of business is inappropriate.

## PESTICIDE RECOMMENDATIONS

Ohio MGVs, when performing MGV activities, are considered unpaid staff of Ohio State University Extension. MGVs are trained by Extension personnel and other experts and are provided with Extension publications. In addition to their training, MGVs receive diagnostic support from the C. Wayne Ellet Plant and Pest Diagnostic Clinic at OSU, and from various Extension Specialists. When it is necessary to make recommendations that include the use of pesticides, MGVs must follow product labels or OSU Extension recommendations. They are not to rely on their own personal experience, that of others, or common garden folklore.

## RECERTIFICATION

Once an individual has completed the necessary requirements and is certified as an Ohio MGV, he or she is not automatically a MGV for life. MGVs must be recertified each year to remain on the "active" list and maintain the MGV title. MGV Recertification is achieved by fulfilling the following requirements:

- 1) Completing a minimum of twenty (20) hours of volunteer service each year, and
- 2) Completing a minimum of ten (10) hours continuing education by any of the following options:
  - \* participation in State, Regional, National or International MGV Conferences.
  - \* participation in county or district-sponsored continuing education sessions.
  - \* participation in any other programs approved by the local MGV Coordinator for recertification.

- 3) Paying \$10.00 per year State Support fee.
- 4) If involved with projects with care, custody, and control of minors completing a fingerprint background check every 4 years if required.

Each county MGV program may set its own recertification standards above and beyond these minimum requirements.

### **INACTIVE STATUS**

An inactive MGV is one who is unable to commit to the annual recertification requirements listed above at some point in time, but would like the opportunity to remain in the program and recertify in the future. The following policy applies:

- 1) To request Inactive Status the MGV must be in good standing, having completed the original commitment of training, exam, and volunteer service.
- 2) The inactive MGV must obtain ten (10) hours of acceptable Continuing Education Credits during the total inactive period of time. (See Recertification #2)
- 3) An inactive MGV may recertify within three (3) years as long as the above criteria are met. Individuals on inactive status for more than three years must, in addition to meeting the above continuing education requirements, also retake and pass the final exam.

### **RESIGNED**

A volunteer who has left the program due to termination, resignation, death, or other reason will be considered RESIGNED. They are no longer a volunteer for the OSUE MGV program.

### **EMERITUS**

This status and associated criteria are left up to each individual County Coordinator to determine. However, if the county allows Emeriti to volunteer for any activities, Emeriti must pay the state support fees, be included in the County's volunteer liability insurance payment each year, and report all volunteer hours and activities to the county Coordinator who then reports this to the state.

### **OUT-OF-STATE TRANSFERS**

A MGV who was certified in another state may be admitted into the Ohio MGV Program by meeting the following criteria:

- 1) obtain fingerprint and a background check;
- 2) show that he/she is a MGV in good-standing in the other state;
- 3) complete the Volunteer Involvement packet for his/her file;
- 4) acquire a current Ohio MGV training manual;
- 5) pay the \$10.00 State Support fee;
- 6) acquire an Ohio State University Extension MGV name badge;
- 7) score a minimum of 70% on a final exam administered by the county MGV coordinator;
- 8) meet the recertification requirements listed above.

### **IN-STATE TRANSFERS**

Ohio MGVs transferring from one county to another must also be in good standing and have their file transferred to the new county.

### **DISMISSAL OF A MASTER GARDENER VOLUNTEER**

Disregard for the policies and guidelines established by the Ohio State University Extension, the Ohio Master Gardener Volunteer Program, and the OSUE County Program are grounds for dismissal as a MGV. When the county MGV coordinator finds it necessary to dismiss a volunteer, the volunteer must be informed in writing of the termination of his/her volunteer status. This notice of dismissal will become part of the volunteer's confidential file.



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## OHIO STATE UNIVERSITY EXTENSION MASTER GARDENER VOLUNTEER POSITION DESCRIPTION



### General Description

The Master Gardener Volunteer (MGV) role is to support OSU Extension, Medina County in meeting the needs of our citizens in the area of consumer horticulture by assisting with educational programs, diagnosing plant problems, making cultural and pest management recommendations, and other various opportunities.

### Specific Responsibilities:

- Answer consumer's telephone inquiries and assist office visitors with plant/insect samples for identification or diagnosis.
- Assist with establishing and maintaining demonstration gardens at the Extension facility.
- Assist teachers, 4-H volunteers, and/or children with gardening education projects in school or club settings.
- Interpret information from Extension bulletins and fact sheets for the general public.
- Distribute Extension information to the public at such events as garden center plant clinics, county fair, Home and Garden Shows, etc.
- Assist with Extension educational programming, such as giving talks for garden clubs, Extension sponsored workshops, public programming, etc.
- Keep records of consumer contacts and volunteer activities on the online volunteer management system.
- Responsible for staying up-to-date and informed about MGV activities and policies by attending meetings, reading emails, or speaking with Extension staff and fellow volunteers.

### Time Required

Volunteer hours may vary from week to week, will generally be needed during regular work hours, although some evening and weekend opportunities exist. A total of 50 hours must be donated during the intern year. After completing the intern year and graduating, volunteers are asked to donate at least 20 hours of volunteering and earn 10 hours of continuing education yearly in Medina County.

### Qualifications

The MGV must show an interest in, enthusiasm for, and some knowledge of gardening. He/she must be able to communicate with the public by phone and deal courteously with visiting public and Extension program participants. He/she must be able to read, write and comprehend the information presented in the training sessions, and be able to communicate that information to the gardening public. He/she must provide his/her transportation to training and volunteer activities.

**Location:** County office and various locations around the county.

### Support Provided

In addition to the Ohio MGV Manual, MGVs have at their disposal office reference materials and Internet resources to assist in answering questions and requests for information. If the MGV is unable to assist a consumer, questions and requests are referred to the Extension Educator or other appropriate staff.

### Mentor

Ashley Kulhanek, Extension Educator, will provide coordination, supervision and support to the MGVs. He/she will assign, review and evaluate volunteer activities.

OHIO STATE UNIVERSITY EXTENSION

MASTER GARDENER VOLUNTEER APPLICATION



(All sections must be completed for consideration as a Master Gardener Volunteer)

Our Mission: We are Ohio State University Extension trained volunteers empowered to educate others with timely research-based gardening information.

I. GENERAL INFORMATION

Name: (First) (Middle) (Last)

Mailing Address: (Street) (City) (Zip)

Phone: Day: ( ) Best Time to Call:
Eve: ( ) Best Time to Call:

Email:

Length of time at this address (years): Date of Birth (MM/DD/YY):

Have you participated in Ohio State University Extension activities or programs previously? (list most recent involvement)

If you have been a Master Gardener Volunteer in another state, please list the state, county, year of training, and program supervisor's name:

**II. VOLUNTEER INTEREST**

**Why are you interested in becoming a Master Gardener Volunteer?**

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**What is your gardening philosophy?**

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**Work Experience: (List current or most recent experience first)**

Employer

Position Title

Year

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**Volunteer Experience: (List current or most recent experience first)**

Organization

Volunteer Role

Year

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Have you had any teaching or public speaking experience? Yes \_\_\_\_ No \_\_\_\_ If so, please provide details:

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Other special skills, training, interests (i.e. bird watching, crafts, desktop publishing, etc.):

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Type of activities in which you are interested:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Garden Hotline               | <input type="checkbox"/> Public Presentations        | <input type="checkbox"/> Community Gardens   |
| <input type="checkbox"/> Demonstration Gardens        | <input type="checkbox"/> Working with Children       | <input type="checkbox"/> Working with Adults |
| <input type="checkbox"/> Citizen Science/collect data | <input type="checkbox"/> garden/horticulture writing | <input type="checkbox"/> Therapeutic Hort.   |
| <input type="checkbox"/> Other interests _____        |  |  |

Indicate preferred days of week or time of day to volunteer: \_\_\_\_\_

We sometimes have many more applicants than volunteer positions, and consequently must choose among equally qualified individuals. Please explain why you think you would make a good Master Gardener Volunteer:

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**III. PERSONAL REFERENCES**

Have you ever been convicted of a misdemeanor or a felony? \_\_\_\_\_

If yes, please give date, nature, and disposition of offense:

\_\_\_\_\_  
\_\_\_\_\_

**Please note:** A criminal record will be considered as it relates to specifics of the volunteer position for which you are applying. A criminal record may prevent an individual from volunteering, depending on the nature of the offense.

**3 References:** List non-family members who have knowledge of your skills, abilities, and qualifications. Individuals should have worked with you on projects and activities and/or have direct experience with or knowledge of your qualifications. Please provide complete addresses and phone numbers.

**Name 1:** \_\_\_\_\_  
Relationship Phone Email  
Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

**Name 2:** \_\_\_\_\_  
Relationship Phone Email  
Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

**Name 3:** \_\_\_\_\_  
Relationship Phone Email  
Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

*I authorize the contact of listed references and understand that I am required to submit to a fingerprint criminal background check prior to final consideration of my application to volunteer. I understand that misrepresentation or omission of required information is just cause for non-appointment as a volunteer with Ohio State University Extension. I understand that I serve at the pleasure of the Ohio State University Extension and agree to abide by the policies of Ohio State University Extension and individual program areas and to fulfill the volunteer responsibilities to the best of my ability.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return the application by the date requested. Contact us if you have any questions.**



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## Volunteer Standards of Behavior: Master Gardener Volunteers



These Standards of Behavior are accepted by volunteers who commit to an Ohio State University Extension Master Gardener Volunteer Program as a condition of their volunteer status. The Standards of Behavior shall guide volunteer's behavior during their involvement with the Master Gardener Volunteer Program. Just as it is a privilege for Ohio State University to work with individuals who volunteer their time and energies to the organization, a volunteer's involvement with OSUE is a privilege and a responsibility, not a right.

The OSU Extension Master Gardener Volunteer Program provides unbiased, research-based educational programs accessible to all Ohio residents. The primary purpose of this 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 Ohio State University Extension and the OSU Extension Master Gardener Volunteer Program.

### Ohio State University Extension Master Gardener Volunteers will:

- Uphold volunteerism as an effective way to meet the needs of youth and adults.
- Uphold each 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 Ohio State University.
- Conduct themselves in a courteous and respectful manner, with fairness, honesty, dignity and integrity, and provide positive role models for all with whom they work.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by their individual county Master Gardener Volunteer Program, the State Master Gardener Volunteer Program and OSUE.
- Not engage in abusive behaviors that physically or verbally threaten or harm any Extension program participant, including youth.
- Not engage in any act prohibited by law.
- Comply with all civil rights laws and policies, including but not limited to OSUE equal opportunity, anti-discrimination laws, and program participant policy.
- Perform duties in a responsible and timely manner as outlined in the position description.
- Immediately report 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.
- Handle animals and operate machinery, vehicles, and other equipment in a responsible manner.

## Volunteer Standards of Behavior: Master Gardener Volunteers continued

### I understand and agree that as a volunteer:

- In accordance with Ohio State University policy, *Self-Disclosure of Criminal Convictions Policy 4.17*, I am required to self-disclose criminal convictions within three business days of the conviction.
- I will uphold and support the responsible and lawful use of social media. In so doing, I will not create or post social media content that is abusive, threatening, defamatory, obscene, harassing, or creates a hostile environment.
- I will report any child abuse, sexual abuse, or neglect in accordance with university policy.
- I will not intentionally or purposefully place myself in a position alone with a member of a vulnerable population in a one-on-one situation, including, but not limited to sleeping quarters with minors.
- I will not, under any circumstances, physically, verbally, or emotionally abuse or fail to provide the basic necessities of care, such as food or shelter to participants.
- I will endeavor to provide a safe and healthy program/camp experience for all participants.
- My volunteer status is subject to immediate suspension or termination based on any act or omission that Extension determines to be contrary to any portion of these standards or otherwise in conflict with the goals of OSUE.

## OHIO STATE UNIVERSITY EXTENSION MASTER GARDENER VOLUNTEER TITLE USE AGREEMENT

The title **OHIO STATE UNIVERSITY EXTENSION MASTER GARDENER VOLUNTEER** is to be used only and exclusively in conjunction with activities associated with the Ohio State University Extension Master Gardener Volunteer Program.

- I will identify myself as a “Master Gardener Volunteer” only when engaged in unpaid public service in an Ohio State University Extension sponsored program.
- I will not appear as part of a commercial activity, have association with commercial products, or give implied Ohio State University or Ohio State University Extension endorsement of any product or place of business while serving as a Master Gardener Volunteer.
- In such service, I will use only labeled or Ohio State University and Ohio State University Extension approved recommendations.

I have read, understand, and agree to be bound by the Standards of Behavior and the Master Gardener Volunteer Title Use Agreement outlined above.

- I agree to give the Ohio State University Extension 50 hours of volunteer service in approved programs in exchange for 50 hours of horticultural training.
- I understand and agree that any act or omission on my part that contradicts any portion of these standards is grounds for immediate suspension and/or termination of my volunteer status with the Ohio State University Extension program.

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Printed Name

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Signature

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Date



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THE OHIO STATE UNIVERSITY EXTENSION  
MASTER GARDENER VOLUNTEER



PEST MANAGEMENT INFORMATION POLICY

(SIGN AND RETURN TO EXTENSION OFFICE)

Protection of the environment and human health is a concern of everyone. In order to promote wise and effective pest management decisions, the Ohio State University Extension Master Gardener Volunteers are asked to subscribe to the following policies. This contract will serve as a formal basis for Master Gardener Volunteers when providing pest management information.

1. I understand that as a Master Gardener Volunteer the pest management information I provide must be limited to home, lawn, and garden problems; questions concerning commercial crop production, commercial pest control, and pesticide liability are to be referred to the appropriate Extension Professional.
2. I understand that as a Master Gardener Volunteer I will provide both nonchemical and chemical pest management information as approved by Ohio State University Extension and allow the client his or her choice of strategies.
3. I understand that pesticides must be applied with care and only to plants, animals or sites listed on the pesticide label. When mixing and applying pesticides, all label precautions must be followed to protect the applicator, other persons, and the environment. It is a **violation of law** to disregard label directions. I will attempt to communicate this information to the client along with the pest management options.
4. I understand that as a Master Gardener Volunteer I am considered a volunteer representative of Ohio State University Extension. Therefore, OSU Extension will assume liability for the pest management information I provide, **only if the information is limited to accurate, documented control options approved by Ohio State University Extension for home and garden use.**

I understand that if either I or the client is not clear on information, we will request clarification from the appropriate Extension Professional.

_____		_____	
Volunteer Signature	Date	Extension Professional Signature	Date



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