



September 2024

Dear Prospective Kaufman County Master Gardener(s);

You are receiving this correspondence because of your expressed interest in becoming a Kaufman County Master Gardener (KCMG).

We are starting the application process for the "KCMG 2025 Intern class" on September 9, 2024. You may go to our social media sites (see links below) or the Kaufman County AgriLife Extension Office located at 2471 Hwy 34, Kaufman, Texas to get an application packet. Please turn in your completed application and the Master Gardeners Volunteer form at the Extension Office by: Monday, October 16, 2024. An interview process will be conducted in November for all applicants.

If accepted into the class, an orientation class is scheduled on Wednesday, December 11, 9-11 am at the County Extension office. This class will answer any questions & describe the process to become a Master Gardener. Fees will also be accepted at this time.

Please note that we have a limited number of available spots in the program & expect a large amount of interest. Once the class is chosen, we will contact you & let you know you have been accepted into the class.

Before filling out application please make sure you are able to meet the required criteria to complete the class:

- **Have computer/wi-fi/online/email/printing capabilities to access instructional material via downloads, email & attend Zoom meetings if necessary.**
- **You will also need to be physically able to perform volunteer hours/work on Kaufman County Master Gardener sponsored projects.**
- **You are required to complete the 50+ hours (classes will take place on Wednesdays, January 8 thru April 16, from 9am-12pm at the Extension office & possible various field trip locations) of class instruction & 50 hours of volunteer hours to be certified as a Master Gardener (April 2025-April 2026). To maintain Master Gardener certification, you are required to volunteer 12 hours on approved projects, complete 6 hours of continuing education, & pay small yearly dues.**
- **Class fee of \$175 (payment by check only, made out to Kaufman County Master Gardeners (KCMG) is required with application, along with the Texas Master Gardener Volunteer agreement form. Payments will be held until class is determined; if you do not get in this class your payment will be destroyed or returned to you. This fee will cover all class materials to complete the program.**
- **Once accepted into the class all new class members must submit to a background check.**

The application process will close on Monday, October 16, 2024. All applications & fees must be received at the Extension office by close of day to be considered in the class selection process. Incomplete applications will not be considered for the class.

If you have any questions please contact the County Extension office;

Tommy Phillips
tommy.phillips@ag.tamu.edu
469-376-4520

<https://kcmga.org> - KCMG website
[Kaufman County Master Gardeners - KCMG](#) - Facebook page





KAUFMAN COUNTY MASTER GARDENER PROGRAM
Application for New Class Training

INSTRUCTIONS: Please type or neatly print all answers to all questions as completely as possible.

The Texas Master Gardener program is a community volunteer service organization and as such, new class members are required to submit to a background check. We are looking for individuals with the time and inclination to volunteer for different and varied horticulture related programs.

Last Name: _____ First Name: _____ MI: _____
Preferred Name: _____

Mailing Address: _____

City: _____ County: _____ Zip Code: _____

Email address: _____

Daytime Phone: (____) _____ Evening Phone: (____) _____

Work Phone: (____) _____ Cell Phone: (____) _____

Place of Employment: _____

Your Role There: _____

If retired, what was your profession? _____

Have you previously applied or been in a Master Gardener program? Yes _____ No _____

If yes please supply the year & county/state you applied in: _____

How did you learn about the Master Gardener program? _____

Please tell us why you would like to become a Master Gardener. _____

Becoming a Master Gardener is important to me because; (0-Not Important, 5-Most Important)

- 1. I will be able to increase my knowledge of gardening. _____
- 2. I will be able to gain new skills as a gardener. _____
- 3. I will have the opportunity to receive useful training. _____
- 4. I will be able to provide a service to other people in my community and/or neighborhood. _____
- 5. I will have the opportunity to share my knowledge with other gardeners. _____
- 6. I will gain a great deal of personal satisfaction. _____
- 7. I will be able to creatively use my free time. _____
- 8. I will be certified by Texas AgriLife Extension Service. _____
- 9. I will receive free instruction and materials. (excluding initial class). _____
- 10. I will gain gardening experience that can help me get/keep a job. _____
- 11. I will be recognized by people in my community. _____
- 12. I can get a tax credit for my volunteer work. _____

Please mark when you would be available to volunteer for Master Gardener projects.

Mornings _____ Afternoons _____ Evenings _____ Weekends _____
 Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____ Sat. _____ Sun. _____

Will you be able to perform 50 volunteer service hours to become certified? Yes ____ No ____

Will you be able to complete the 50+ hours of class instruction to become certified? Yes ____ No ____

Recertification each year requires 12 volunteer hours on approved KCMG projects, 6 hours Continuing Education, & annual dues.

Which of the following service areas are you interested in? Please mark all that apply:

“H” for high interest “A” for average interest “L” for low interest

- 1. Junior Master Gardener classroom gardens _____
- 2. Master Gardener websites/social media _____
- 3. Newsletter editor or writer _____
- 4. Ornamental demonstration gardens _____
- 5. Vegetable demonstration gardens _____
- 6. Plant sales (working sale, growing plants for sale) _____
- 7. Work with children/youth programs _____
- 8. Plant propagation (for plant sale inventory) _____
- 9. Education articles for publication/all media _____

- 10. Award writing _____
- 11. Help desk (taking horticultural questions from citizens) _____
- 12. Develop & present programs to garden clubs, schools or
other groups wanting a speaker _____
- 13. Other; please specify: _____

Your Gardening Experience: _____

Years of Gardening Experience: _____

Years of gardening in Kaufman County: _____

Type of gardening experience and related training:

What areas of gardening are you interested in?

Entomology _____ Pathology _____ Soils _____ Vegetable _____ Herbs _____ Tree Care _____ Lawn Care _____
Flower Gardening (annual/perennials) _____ Xeriscape Gardening _____ Water Conservation _____
Landscape Design _____ Fruit and Nut Production _____ Texas Natives _____

List areas of specialization or hobbies you have (e.g., flowers, vegetables, ornamentals, house plants, community gardening, public speaking, grant writing, wood working, etc.) _____

List any experience in working with community organizations you may have: (schools, church youth, senior citizens, hospitals, etc.) _____

Please list any group affiliations you are a member of: (garden clubs, community gardens, plant societies, etc.) _____

Please return your completed application with your payment of \$175 by Monday, October 16, 2024.

Please mark your check in the memo line as KCMG Intern class.

Make checks payable to: Kaufman County Master Gardeners (KCMG)

c/o Kaufman County AgriLife Extension Office

2471 Hwy 34

Kaufman, Texas 75142

We appreciate your commitment to the Texas Master Gardener program. Your satisfaction and progress in this volunteer position are important to us. Please read the following expectations and indicate your willingness to cooperate by signing at the end of this form. This form must be signed and filed with the County Extension office and will need to be updated every three years. Volunteers not adhering to all items in this agreement may forfeit their certification as a Master Gardener Volunteer.

I understand that I am trained by Texas A&M AgriLife Extension Service in the field of horticulture, and I am expected to extend research-based information to the public on behalf of Texas A&M AgriLife Extension. In exchange for the minimum of 60 hours of Master Gardener training provided by Texas A&M AgriLife Extension Service, I will:

- Commit to a minimum of 60 hours of volunteer service to the horticultural programming efforts in Kaufman County within one year to become a certified Master Gardener.
- I understand that to maintain active status as a Master Gardener Volunteer, I must volunteer 12 hours annually after my intern year and gain 6 continuing education hours annually, attend a minimum of 3 meetings & pay small yearly dues.
- Provide a record of this service as directed by the Master Gardener Program Coordinator.
- Comply with the Texas A&M AgriLife Extension Service background check policy. The background check is to be renewed every three years.

Please read the Texas Master Gardener Management guide found at <https://txmg.org/administration/management-guide> for further details on the Master Gardener program, volunteerism, and Texas A&M AgriLife Extension.

When acting as a Texas Master Gardener Volunteer, I agree to:

- Consistently exhibit a positive professional manner toward and about Texas A&M AgriLife Extension Service, the Master Gardener Program, the Master Gardener Coordinator, other Master Gardener volunteers, other Texas A&M AgriLife employees, and clients.
- Carry out and discharge all duties in a responsible and timely manner.
- Avoid any conflict of interest
 - Not use my Master Gardener status to promote any commercial activity or private business.
 - Volunteer's efforts at their place of employment will not be considered volunteer service to Texas A&M AgriLife Extension Service.
- Recommend and use (when functioning as a Master Gardener) Texas A&M AgriLife approved information for any public pesticide, herbicides, fertilizer, or cultural practices.
- Provide my own transportation and pay my own expenses incurred as part of official volunteer activities. (Expenses may be tax deductible with proper documentation.) Some County Master Gardener Associations may assist volunteers with expenses for certain types of events. Check with your local Master Gardener Program Coordinator for more information on specific association policies and procedures.
- Act in accordance with the highest standard of ethics:
 - Not physically, verbally, or sexually harass/abuse anyone
 - Refrain from illegal or unsafe behavior
 - Dress appropriately and not use harsh language
- All work by a Master Gardener - text, written, spoken, images, photos, illustrations - is expected to result from the Master Gardener's thought, research, or self-expression. All outside work sources (text, written, spoken, images, photos, and illustrations) must incorporate appropriate attribution. Failure to comply is plagiarism and puts the Texas Master Gardener program and the Master Gardener at risk of copyright infringement.

In regard to Master Gardener Coordinators, Master Gardener Volunteers will:

- Recognize the responsibilities of the Texas A&M AgriLife Extension Service staff/ Master Gardener Coordinator in setting program priorities, standards, and direction. Specific projects for the performance of the volunteer work are determined locally and should reflect local needs.
- Refer all commercial horticulture inquiries to the Master Gardener Coordinator or other Extension staff.

In regard to Master Gardener Colleagues, Master Gardener Volunteers will:

- Welcome volunteers from all backgrounds
- Respect and safeguard the individual rights, competencies, safety, and property

In regard to Clients, Master Gardener Volunteers will:

- Provide quality service to the public without regard to socioeconomic level, race, color, sex, disability, religion, age, or national origin, genetic information, veteran status, sexual orientation, or gender identity.

I further understand that Texas A&M AgriLife Extension Service employees are held to the highest standard of respect and ethical behavior toward all. Texas A&M AgriLife Extension Service will hold employees accountable for providing the following:

- Provide training, supervision, and direction to Master Gardeners through the local county Extension office.
- Communicate expectations and responsibilities of the program to volunteers.
- Match volunteer skills and interests with volunteer opportunities within the county.
- Support Master Gardener volunteers and the local Master Gardener Association.
- Provide continuing education opportunities.
- Provide access to Extension horticulture reference materials and reasonable access to Extension professionals.
- Uphold and cultivate a trustful relationship between staff and volunteers.
- Reassign and/or terminate, if necessary, any volunteer who does not uphold Texas Master Gardener policies, procedures, guidelines, and/or values.

Grievance Policy

In the event of a disturbance in the program or between individuals, it is expected that you will visit with your agent to communicate the facts of the events. Your agent will consider all positions and determine what is best for the program. Further, if you have a conflict with your agent, it is expected that you will visit with the agent first about your perspective and try to resolve the situation with them. If a resolution is not found, please contact Jayla Fry, Texas Master Gardener Coordinator, who will determine the best course of action. You will be contacted within two weeks of the initial communication.

I understand that, as a volunteer, I will not be acting as a Texas A&M AgriLife Extension Service employee and will not receive pay or employee benefits. I also understand that I am not covered by workers' compensation laws in connection with my volunteer affiliation. I understand and agree that Texas A&M AgriLife Extension Service and I both have the right to end my volunteer relationship with Texas A&M AgriLife Extension Service at any time, for any reason, and without advance notice.

Signature

Date

Printed Name

Agents Signature

Date

Agents Printed Name