

2017 Master Gardener Training. University of Florida IFAS Extension Collier County

The Master Gardener Training Program is demanding and intensive. Classroom work constitutes more than 80% of the training period, and a portion of each weekly session is practical, hands-on activity related to the particular subject matter. Subjects include basic botany, soils, fertilizers, entomology, citrus, turf grasses, ornamental plants, diseases, and other related topics. All information is based on research recommendations of the University of Florida and other authoritative sources.

Please complete this sprouting kit if you are interested on participating in the Collier County Master Gardener Program, All prospective candidates must attend a 1hr preview session on December 9, 1pm; December 14, 10AM; January 6, 1PM; January 9, 10AM; January 18, 10AM; OR January 20, 1PM. These will take place at the UF/IFAS Collier County Extension (14700 Immokalee Road, Naples, FL, 34120). Please register here to attend any of the sessions: <http://colliermgtrainingpreview.eventbrite.com>.

There is a registration fee of \$250.00* (made payable to Collier County BOCC). This fee includes the cost of reference materials from the University of Florida/IFAS. These materials are updated frequently so Master Gardeners always have the most current recommendations approved by the University of Florida/IFAS Cooperative Extension Service. Return all forms and your check by Friday, January 20, 2017 to the UF/IFAS Collier County Extension office located at 14700 Immokalee Road, Naples, FL 34120. Att. Master Gardener Program.

The classes will start on March 7th and will go through June 1st. Dates for the class are as follow:

March 7, 14, 23, 30, 8:30AM-3:30PM, March 4 morning only.

April 6, 13, 20, and 27, 8:30AM-3:30PM, March 25 morning only,

May 4, 11, 18, 25, 8:30AM-3:30PM.

June 1st last day , final test and graduation.

Selection to become a candidate for the Master Gardener Training Program is not predicated on prior training, education, knowledge or experience. Neither does age, race, sex or physical handicap dictate selection. A SINCERE DESIRE TO HELP OTHERS, A DESIRE TO LEARN AND A PERSONAL COMMITMENT TO VOLUNTEER SERVICE ARE THE MAJOR SELECTION CRITERIA INVOLVED. Gardening experience and knowledge are always helpful, but they are by no means a requirement for selection into the Master Gardener Training Program.

A 20-30 min interview is required for all prospective trainees prior to final selection for training. Shortly after we receive your application you will be notified if you were selected for an interview.

If you have any questions, please contact me at 239-252-4800 or iway@ufl.edu.

Sincerely,

Isabel Way-Soto
University of Florida/IFAS Extension Collier County
Master Gardener/FYN Coordinator
14700 Immokalee Road
Naples, FL 34120
Extension Office: (239) 353-4244
Fax: (239) 353-7127

*Once the training has started, fees are non-refundable.

107 Mehrhof Hall
PO Box 110675
Gainesville, FL 32611-0675
Phone: (352) 392-1831 x331
Fax: (352) 392-1413
<http://mastergardener.ifas.ufl.edu>



Collier County Extension
14700 Immokalee Rd.
Naples, FL 34120
Phone: (239) 252-4800
Fax: (239) 252-4822
<http://collier.ifas.ufl.edu>

Collier County Extension Master Gardener Sprouting Kit

Selection to become a candidate for the Master Gardener Training Program is not predicated on prior training, education, knowledge or experience. Neither does age, race, sex or physical handicap dictate selection. A SINCERE DESIRE TO HELP OTHERS, A DESIRE TO LEARN AND A PERSONAL COMMITMENT TO VOLUNTEER SERVICE ARE THE MAJOR SELECTION CRITERIA INVOLVED. Gardening experience and knowledge are always helpful, but they are by no means a requirement for selection into the Master Gardener Training Program.

Please read the enclosed materials carefully. Complete the application form and questionnaire at the back of this packet and return them to:

Isabel C. Way
FYN/Master Gardener Coordinator
UF/IFAS Extension Collier County
14700 Immokalee Road
Naples, FL 34120

PART I The History of the Master Gardener Program

The rapid urban growth in many areas of the United States coupled with increased interest in the environment and home gardening have prompted ever-increasing numbers of homeowner questions to County Extension Service agents. Many of these questions are seasonal in nature and are relatively easily answered assuming that one has horticultural training.

In 1972, an innovative Extension Agent in the State of Washington reasoned that well-trained volunteers could respond to many of the everyday homeowner questions freeing him and his colleagues for more technical and difficult problems. Volunteers, such as Extension Homemakers and 4-H Leaders had always been a part of the Extension Service but never in the area of homeowner horticulture. The Extension agent selected, trained, and certified volunteers as Master Gardeners. They soon succeeded in meeting his desired objectives - in fact they exceeded his expectations. This led to the genesis of the Master Gardener volunteer program.

Since that time, the Master Gardener program has grown and is now active in 45 states. Florida's began in 1979. The program has been a tremendous success and is now active in over half of Florida's counties. The Florida Master Gardener Program is sponsored by the University of Florida's Institute of Food and Agricultural Sciences (IFAS) of which the Cooperative Extension Service is a part.

Just what is the Cooperative Extension Service? For a more complete understanding of this unique organization, we must go back to 1862 when the U.S. Congress passed the Morrill Act which established colleges in each state to be financed through grants of land from the Federal government. They became known as "land grant colleges," a name which persists today. These colleges would emphasize teaching practical subjects such as agriculture and home economics. The 1887 Hatch Act provided for experimental stations at Land Grant Colleges to conduct research for those colleges' agricultural problems.

Then in 1914 the Smith-Lever Act created the Extension Service as a part of these colleges as a means of disseminating the practical knowledge gained through agricultural research. The University of Florida at Gainesville is Florida's land grant college; The Institute of Food and Agricultural Sciences (IFAS) is that part of the university which has responsibility for the Cooperative Extension Service.

The term "cooperative" refers to the method by which extension services are funded. In Florida, three cooperating tax sources provide funds: the U.S. Department of Agriculture, the State through legislative appropriations, and the counties through appropriations by county governments. The word "cooperative" also implies a sharing of information generated through sound research programs at the federal and state levels. The term "extension" defines this organization's purpose -- to extend the information generated at the state and federal level to people at the county level in the form of a "service." The Cooperative Extension Service is an informal education organization which provides information in three main areas: agriculture, human and natural resources, and the life sciences.

The motto and goal of the Cooperative Extension Service is "Helping People Help Themselves." Thus, you can see how well the volunteer Master Gardener concept fits into the ultimate objectives and goals of the Extension Service.

PART II

Master Gardener Training

The Master Gardener Training Program is demanding and intensive. Classroom work constitutes more than 80% of the training period, and a portion of each weekly six hour session is practical, hands-on activity related to the particular subject matter. Subjects include basic botany, soils, fertilizers, entomology, citrus, turf grasses, ornamental plants, diseases, and other related topics. All information is based on research recommendations of the University of Florida and other authoritative sources.

There is a registration fee of \$250.00 (made payable to Collier County BOCC). This fee includes the cost of reference materials from the University of Florida/IFAS. These materials are updated frequently so Master Gardeners always have the most current recommendations approved by the University of Florida/IFAS Cooperative Extension Service. On completion of the approx.75-hour training period, all Master Gardener trainees are required to satisfactorily pass a comprehensive examination on the materials covered. Only then

can the trainees be certified and be awarded the title of Master Gardener for one year. Master Gardeners may be re-certified by meeting the requirements in the Policies section. Once certified, Master Gardeners must abide by the policies set out by the University of Florida and IFAS. The "Policies Regarding Florida Master Gardeners" are attached and should be carefully studied.

PART III

Master Gardener Activities

All graduating Master Gardener trainees will be required to put in 75 hours of service to the Master Gardener Program their first year. 24 hours of service will be required in the plant clinic at the Collier County Extension Office, 24 Hours will be required in the Collier County Demonstration Gardens and the remaining required 27 hours of service may be spent in a wide variety of activities. After the first year, Master Gardeners are required to put in 35 hours of service to remain in active status.

Working Group Committees

This is a listing with a brief description about some of the various activities where Master Gardeners complete their volunteer time. Activity chairman as well as workers are needed.

Committee Title: Collier County Extension Plant Clinic

Objectives: To assist Extension office staff in answering residential horticulture questions, distributing bulletins and performing assigned tasks in support of the Master Gardener Program.

Committee Title: Other Plant Clinics

Objectives: To provide horticultural information to various communities on a routine basis. To maintain a list of volunteers to operate each clinic. To coordinate and man display booths and exhibits at fairs and home and garden shows.

Committee Title: Speakers Bureau

Objectives: To provide horticulture programs to garden clubs, condominium and homeowner associations and other civic groups upon request using PowerPoint presentations, videos, slides and demonstration and discussion. To arrange programs for the general public in the form of seminars, short courses, field days and demonstrations.

Committee Title: Demonstration Gardens

Objectives: To provide advice and guidance to the public on the establishment and maintenance of various examples of dooryard-type gardens. To plan, prepare, plant, maintain and harvest plantings in a plot in the garden area or in the landscape.

Committee Title: Florida Yards and Neighborhoods Program Educators

Objectives: To provide horticultural information to the general public on the Florida-Friendly Landscaping™ 9 principles: Attract Wildlife, Reduce Stormwater Runoff, Recycle Yard waste, Fertilize Appropriately, water efficiently, manage yard pests responsibly, right plant right place, mulch and protect the waterfront.

Committee Title: Florida Yards and Neighborhoods Program Yard Advisors

Objectives: To advise citizens in homes on environmentally-friendly landscaping practices intended to reduce pollution to our water supply by conducting site evaluations.

Committee Title: Yard and Garden Show

Objectives: to help prepare the annual Yard and Garden Show. Held the last weekend of October, The show features a select group of vendors, both local and from around the state, offering an exciting selection of plants: bamboos and bromeliads, orchids, flowering trees and fragrant tropicals, native plants, palms, ground covers, succulents, pineapple plants, organic herbs, and vegetables. Several local community organizations provide displays and materials for the public. The weekend also features indoor presentations in the conference hall about different horticulture topics and outdoor demonstrations by Master Gardeners.

There is something for almost every skill at every level. Many Master Gardeners far surpass the mandatory 35 service hours with some exceeding several hundred hours in a year. Master Gardeners select the activities they are most comfortable with.

As the Master Gardeners assist the Extension Service Agents, they are in effect “extending the Extension Service.” As such, they provide advice and recommendations, which have been well documented as a result of experimentation and testing and are approved by the University of Florida.

Training never ceases for the certified and working Master Gardener. Once a month, from January - November, Master Gardeners get together for planning the status reports on various projects and information exchange and updates. Field trips are also planned to local gardens, nurseries, parks and similar facilities. Specialized knowledge is gained to better enable the Master Gardener to give expert advice. State Extension Specialists strive to bring all Master Gardeners into “sync” with the latest horticultural developments and provide a look into the future of horticultural research.

PART IV

Collier County Extension Guidelines Regarding Active/Inactive Status and Recertification

The University of Florida/IFAS Extension Collier County Master Gardener program trains and maintains horticulture volunteers for UF/IFAS Cooperative Extension Service. The goals of this program are to expand the capabilities of Collier County Extension Service to disseminate research-based horticultural information to individuals and groups in the community, establish educational programs in which Master Gardeners help residents of Collier County obtain up-to-date recommendations from the University of Florida and to assist individual clients, community groups, or other potential audiences by disseminating research-based horticultural, pest control, and related information on the county-supported plant clinics and at community outreach events.

Membership in the University of Florida/IFAS Extension Collier County Master Gardener program will be granted upon successful completion of Master Gardener training classes and final exam, and by remaining a member in good standing. The program is open to all interested persons without regard to race, color, national origin, religion, gender, disability, marital or veteran status, or any other legally protected status.

Upon completion of the Master Gardener training class conducted by UF/IFAS Extension, first year Master Gardeners are required to pay back 75 volunteer working hours in activities approved by the Master Gardener Coordinator; 24 of these hours shall be obtained in the County Plant Diagnostic Clinic and 24 shall be obtained in the UF/IFAS Extension Horticulture Learning Center. Also required are 12 hours of continued education within 12 months of the completion of their class.

To remain a Master Gardener in good standing after successful completion of his or her first year of service, one must:

- 1) Complete 35 volunteer hours during the membership year.
- 2) Complete 12 hours of continued education training during the membership year.
- 3) Comply with the Florida Master Gardener policy statement and code of conduct.

If an individual's annual working and learning hours are not completed within the first 12 months after the completion of the Master Gardener training class, he or she will not be considered a Florida Master Gardener. Those who have completed their first year of service but are unable to continue to donate a minimum of 35 volunteer working hours and 12 hours of continued education each year will be placed on inactive status. Inactive Master Gardeners are ineligible for applying for awards of excellence, receiving mailings, monthly meetings, or registering for advanced training opportunities.

An inactive Master Gardener may recertify himself or herself in the future. The following policies apply:

- 1) The inactive Master Gardener must commit to serve 35 hours of volunteer service and attend 12 hours of acceptable horticulture training.
- 2) If inactive for more than one year but less than three, the inactive Master Gardener must take and pass a comprehensive examination.
- 3) If inactive for more than three years, the inactive Master Gardener must attend the Master Gardener training and pass a comprehensive examination after the training.

The Coordinator may make exceptions in unusual circumstances.

A person who has successfully completed the Master Gardener training in another South Florida county (Martin, Palm Beach, Broward, Miami-Dade, Monroe, Charlotte, Glades, Lee and Hendry), and who was a member in good standing in that county, may petition for immediate membership in Collier County if he or she has moved his or her residence to this county. A master Gardener moving from another county in Florida, and who was a member in good standing in that county, must take and pass a comprehensive examination.

A person who has successfully completed the Master Gardener training in another state, and who was a member in good standing in that state must successfully complete the Master Gardener training.

The reporting year for University of Florida/IFAS Collier County Master Gardeners is January 1 to December 31. All hours must be turned in by the date specified by the county Master Gardener Coordinator. All Master Gardeners are expected to report their working and learning hours in order for UF/IFAS Extension to comply with federal requirements. Failure to do so may result in dismissal. Master Gardeners are also expected to keep and report clientele contact numbers and information as instructed by the county Master Gardener Coordinator.

The Coordinator is advisor to and administrator of the University of Florida/IFAS Collier County Master Gardeners and as the UF/IFAS Extension representative in Collier County is the final authority on the Program. However, to facilitate everyday management, the organizational directives set forth in these guiding principles will provide a functioning set of guidelines. Should the Coordinator leave his or her position, the County Extension Director will appoint an interim coordinator until such time as the position is filled.

PART V

Policies Regarding Florida Master Gardeners

Within the state of Florida, 56 counties currently 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 Cooperative 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.

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 agent. 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.

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 agent 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 immediately. Along with active participation, Master Gardeners are expected to uphold a professional demeanor. The University of Florida/IFAS Cooperative Extension Service functions without regard to race, sex, or national origin and does not tolerate:

- ❖ Possession 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 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 should be aware if they represent themselves as Florida Master Gardeners, they are violating their original commitment to the University of Florida/IFAS Cooperative Extension Service.

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. Do not seek payment or gratuitous items in the form of cash or gifts. However, if the group would like to make a

donation to the UF/IFAS Extension Collier County Master Gardener Program (Collier County BOCC), this may be graciously accepted and will be used for the benefit of the entire group.

The title “Florida Master Gardener” is to be used only and exclusively in the University of Florida/IFAS Cooperative Extension Service Master Gardener Program in which trained and certified Florida Master Gardeners answer gardening questions. Master Gardeners are expected to use the title only when doing unpaid volunteer educational work on the behalf of the University of Florida/IFAS Cooperative 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 Cooperative Extension Service public education program and one should avoid having association with commercial products or implying University of Florida/IFAS Cooperative Extension Service endorsements of any product or place of business.

In making recommendations, which include the use of chemicals (i.e., insecticides, herbicides, and fungicides), Florida Master Gardener **MUST FOLLOW PUBLISHED** University of Florida/IFAS Cooperative 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 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.

Special Note:

Individuals who are not acting on behalf of the University of Florida/IFAS Cooperative Extension Service are strongly urged to make every effort to minimize the appearance of being on duty before making any recommendations in the area of horticulture. Speaking "off the record" is your right; however, make sure everyone knows you are speaking for yourself and not the Extension Service.

.....

I have read the above policies regarding my services as a Florida Master Gardener volunteer and do here by agree to give 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 Cooperative Extension Service.

I have also read the state guidelines regarding active/inactive status of Master Gardeners and understand the recertification policy.

Agent	Date
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Signature of Applicant	Date
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PART VI
Questionnaire

Please **CIRCLE** the letter indicating your answer and return this along with application.

1. The Master Gardener Program is sponsored by:
 - A. The University of South Florida
 - B. The U.S. Department of Agriculture
 - C. IFAS (Institute of Food and Agricultural Science – University of Florida)
 - D. Florida Department of Plant Industry

2. The Cooperative Extension Service was created by a legislative act called:
 - A. The Morrill Act (1862)
 - B. The Smith-Lever Act (1914)
 - C. The Hatch Act (1887)

3. Master Gardeners are required to volunteer how many hours to public service?
 - A. 25 hours each year
 - B. 60 hours each year
 - C. 75 hours the first year and 35 hours in future years in order to remain active
 - D. 60 hours the first year and 25 hours in future years in order to remain active

4. Master Gardeners are required to attain how many additional hours of horticultural training in order to recertify for another year?
 - A. 3 hours
 - B. 6 hours
 - C. 12 hours
 - D. 15 hours

5. The main purpose of the Master Gardener Program is to increase or extend the service and output of information offered by the Cooperative Extension Service.
 - A. True
 - B. False

6. The Cooperative Extension Service provides information to the community primarily in the program(s) and area(s) of:
 - A. Home Economics
 - B. Youth
 - C. Agriculture
 - D. All of the above

7. Master Gardeners make recommendations to homeowners based on:
 - A. Public sources such as books, magazines and newspaper articles
 - B. Personal, practical experience
 - C. Information generated by the University of Florida/IFAS Extension
 - D. All of the above

8. The title Master Gardener is to be used only in association with the Florida Master Gardener Program and is not to be used for commercial purposes.
 - A. True
 - B. False

9. Master Gardeners are expected to extend information to people involved in commercial agricultural/horticultural endeavors.

A. True

B. False

There are many reasons why individuals want to be part of this effort and program. Please take a few minutes to answer the following questions. Beside each comment below, check the box which best describes how important it is to you.

Becoming a Master Gardener is important to me because:	Very Important	Important	Of Minor Importance	Not a reason or factor
I will have the opportunity to receive useful training.				
I will become a part of the University of Florida.				
I will have the opportunity to share my knowledge with other gardeners.				
I will gain practical experience that can help me get a job.				
I will be able to provide a service to other people in my community and/or neighborhood.				
I can get a tax credit for my volunteer work.				
I will receive free instruction and materials.				
I will be able to increase my knowledge in the area of gardening.				
I will gain a great deal of personal satisfaction.				
I will be able to creatively use my free time.				
I will be recognized by people in my community.				
I will be able to gain new skills as a gardener.				
I will be certified by the University of Florida, Cooperative Extension Service.				
(Other reasons: Please use space below.)				

PART VII
Florida Master Gardener Application

Section One

Name: Mr./Mrs./Ms: _____ Nickname, if any: _____

Address: _____ City: _____ State: _____

Home Phone: _____ Alternate Phone: (cell / work): _____

e-mail: _____

Section Two

How did you learn about the Florida Master Gardener Program?

Have you applied for the Master Gardener training before? Yes ___ No ___

If yes, when? _____ Where? _____

Please list any specialized gardening experience, interest or hobbies you have such as vegetables, houseplants, ornamentals, turf grasses, landscaping, etc.:

What, if any, gardening affiliations do you have, e.g., garden clubs, horticultural societies, etc.?

What types of volunteer work have you done in the past or are currently doing?

How would you rate your "people skills?"

- Excellent
- Good
- Fair

How would you rate your gardening skills?

- Expert
- Intermediate
- Beginner

List major occupations you have held:

Where do you obtain most of your gardening information? Please check all that apply.

- Extension fact sheets
- Gardening magazines
- Gardening books
- Nursery/garden centers
- Family, friends and neighbors
- Master Gardener volunteers
- Garden clubs
- Other

Section Three

What ideas do you have of the type of volunteer work you can do toward completion of your commitment? (e.g., answering calls, preparing news releases, making home visits, etc.)

List *all* time periods that you can do volunteer work, e.g., every Friday afternoon, first Thursday of each month, etc.

What are the *best* days for you to do volunteer work, e.g., every Friday afternoon, first Thursday of each month, etc.?

Section Four

I wish to become a Florida Master Gardener and would like to be accepted into the training program. I understand that if accepted and I successfully complete the course of instruction, I agree to donate at least 75 hours of public service in the next 12 months through the Florida Master Gardener Program and complete at least 12 hours of continuing education. I have also read, understood, and agreed to abide by the Policies Regarding Florida Master Gardeners.

Signature _____

Date _____