

Thank you for your interest!



2027 Master Gardener Volunteer Training Application

Thank you for your interest in applying for the 2027 Master Gardener Volunteer Training Program. Without the involvement of people like you, many of our programs could not function. We are excited that you are interested in serving your community, and we would like to share some important information on our volunteer selection process.

Effective volunteer involvement requires a close matching of your needs, interests, and talents with the requirements of specific programs as well as assuring the safety and well-being of all involved.

To initiate this volunteer selection process, please complete the entire application and **submit it by midnight on Sunday, October 11th**. You do not need to complete the entire application in one sitting. Once you have begun, as long as you return to the application on the same internet browser on the same computer you will have until the deadline to complete and submit it.

This application has several sections including:

- Master Gardener Volunteer Mission and Vision
- Master Gardener Volunteer Position Description
- Becoming a Master Gardener Panel Discussion Attendance
- Contact Information
- Interview Availability
- References
- Qualifications
- Interests

- Training Availability
- Volunteer Service Preferences
- Program Fee and Scholarships
- Important Documents
 - Cornell Cooperative Extension Volunteer Agreement
 - Cornell Cooperative Extension Volunteer Code of Conduct

Should you be selected as a potential candidate for the Master Gardener Training Program, you will be contacted to set up an interview, which will take place in late October / early November.

Thank you for participating in this process. We look forward to reviewing your application. If you have any questions or concerns, please call Susan Ndiaye at (845) 344-1234 (ext. 250) or e-mail her at sgn32@cornell.edu.



Master Gardener Volunteer Mission

We prepare volunteers to be peer educators who build relationships with community audiences to integrate local experience and research-based knowledge in planning for and initiating steps to manage gardens, lawns, and landscapes with an emphasis on food security and environmental stewardship.

Master Gardener Volunteer Vision

Adults, youth, and families who engage in our garden-based educational programs expand their learning networks and ecological gardening skills towards greater resilience and connections. As a result, they experience enhanced health and wellness, food security, ecological literacy, environmental stewardship, and they embrace sustainable community practices

Please initial below, indicating that you have read and understand the Master Gardener Volunteer Mission and Vision.

Master Gardener Volunteer Position Description

Purpose:

Master Gardeners expand Cornell Cooperative Extension's educational outreach by providing consumer horticulture audiences with unbiased, research-based knowledge and information.

Responsibilities:

1. To successfully complete a basic training program provided at the county level. Participate in refresher training necessary to maintain an up-to-date, research-based technical background in the general field of home gardening.
2. To serve as a horticulture resource in accordance with the objectives outlined by Cornell Cooperative Extension of Orange County's plan of work. Delivery methods could include participation in gardening workshops, mass media presentations, garden helpline, soil test clinics, speakers' bureau, community projects, gardening demonstrations and/or problem-solving consultation with individual gardeners. Technical content of all information offered shall be based on unbiased, research-based findings.
3. To represent Cornell Cooperative Extension of Orange County and encourage enrollment, leadership and support in same.
4. Maintain records of program contacts, recommendations and volunteer activities and hours.

Qualifications:

1. A basic interest in and/or knowledge of gardening/horticulture.
2. Enthusiasm for acquiring and sharing horticultural knowledge and skills.
3. Interest in teaching others.
4. Ability to communicate, written and orally.
5. Knowledge of community structure & resources.
6. Understanding of Cornell Cooperative Extension's goals and purpose.

7. Flexible time schedule to allow participation in community educational programs and activities.

Training:

Initial training will be one year in length and requires completion of online modules and attendance to in-person classes. During this period trainees will also be required to participate in at least two volunteer activities and attend at least two Master Gardener Volunteer monthly meetings.

Related Commitments:

1. Community service commitment is a minimum of 50 hours of volunteer service per year for the first two years. In subsequent years, contribution of a minimum of 30 hours per year is required.

	First Three Years	Subsequent Years
Community Service	60 hours total (over 3 years)	15 hours
Garden Helpline / Ask a Master Gardener Table	40 hours total (over 3 years)	9 hours
Continuing Education	6 hours / year	6 hours
Monthly Meetings (4 meetings)	8 hours / year	8 hours
Total # of hours	≥ 38 hours	38 hours

2. During each of the first three years, Master Gardener Volunteers must assist with at least one Speakers Bureau Program.
3. Master Gardener Volunteers must attend at least four Master Gardener Volunteer meetings per year (2 hours each).
4. Master Gardener Volunteers may act as representatives of the Master Gardener Program on standing committees, ad hoc committee, and at extension classes and exhibits. They may also serve as an unofficial public relations person in the community for Cornell Cooperative Extension of Orange County.
5. Master Gardener Volunteers may be asked to participate in fundraising activities.

Supervision:

Community Horticulture Educator and/or Agriculture Program Leader.

Affirmative Action:

To be familiar with Cornell Cooperative Extension's affirmative action plan and to carry it out to the spirit and letter of the policy.

Length of Term:

Minimum requirement - 100 volunteer hours to be completed during the first 3 years.

Maximum requirement - none set, as long as enthusiasm and commitment are strong.

Benefits:

1. Satisfaction of serving your community to extend the educational mission of Cornell Cooperative Extension of Orange County.
2. Interaction with people in your community with similar interests and talents in gardening and horticulture.
3. A deeper understanding of the science and art of horticulture and its allied sciences.

Please initial below, indicating that you have read and understand the Master Gardener Volunteer Position Description.

Becoming a Master Gardener Volunteer Panel Discussion

Your application will only be accepted if you participated in one of our two virtual "Becoming a Master Gardener Volunteer Panel Discussions." They are scheduled for Saturday, September 12th @ 10:00 and Wednesday, September 23rd @ 6:00 pm. [Click here to register.](#)

Which "Becoming a Master Gardener Volunteer Panel Discussion" did you attend?

- ☐ Saturday, September 12th@ 10:00 am
- ☐ Wednesday, September 23rd@ 6:00 pm

Contact Information

Please fill in the following information.

First Name	
Last Name	
Preferred Name (for name tag)	
Email Address	
Home Phone Number	
Cell Phone Number	
Mailing Address	
City	
County	
State	
Zip Code	

Interview Schedule

Should you be selected as a potential candidate for the Master Gardener Training Program, we will contact you to set up an interview, which will take place in late October / early November.

Please indicate which times you would be available for an interview.

- | | |
|--|---|
| ☐ Weekday morning | ☐ Saturday morning |
| ☐ Weekday afternoon | ☐ Sunday morning |
| ☐ Weekday evening | |

References

Please provide two references (not relatives) who have knowledge of your qualifications for this position and who we may contact after your interview.

Reference # 1

Name

Phone Number

Email Address

Relationship to You

Years Known

Reference # 2

Name

Phone Number

Email Address

Relationship to You

Years Known

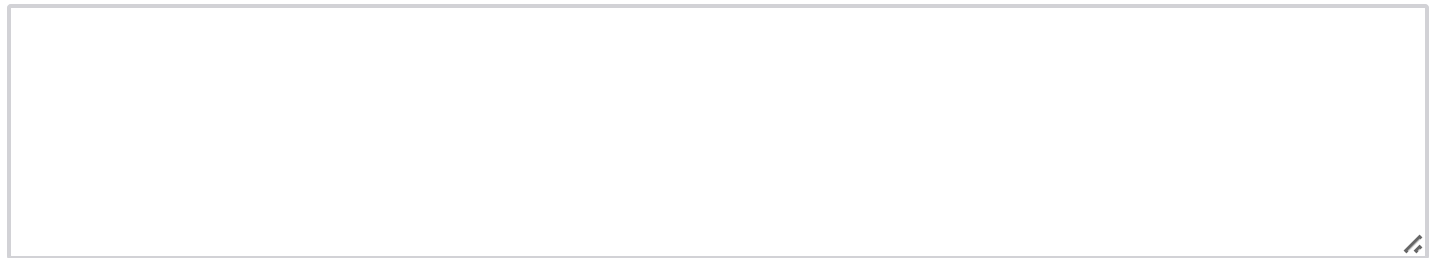
Qualifications**How did you hear about the Master Gardener Volunteer Program?** Check all that apply.

- ☐ Ask a Master Gardener Table
- ☐ CCE Orange County Gardening Workshop
- ☐ Current or Former Master Gardener Volunteer
- ☐ Email from CCE Orange County
- ☐ Facebook
- ☐ Gardening in Orange County Newsletter
- ☐ Gardening in Orange County New York Blog
- ☐ Other

Why are you interested in serving as a Master Gardener Volunteer in Orange County?

**Current / Previous Occupation(s)**

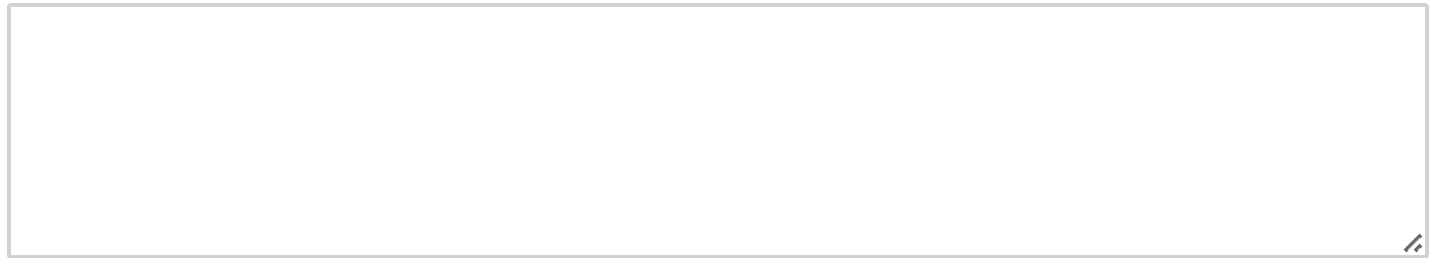
Please include your position(s), the organization(s), and the number of years that you worked with each organization.

**Previous Volunteer Work**

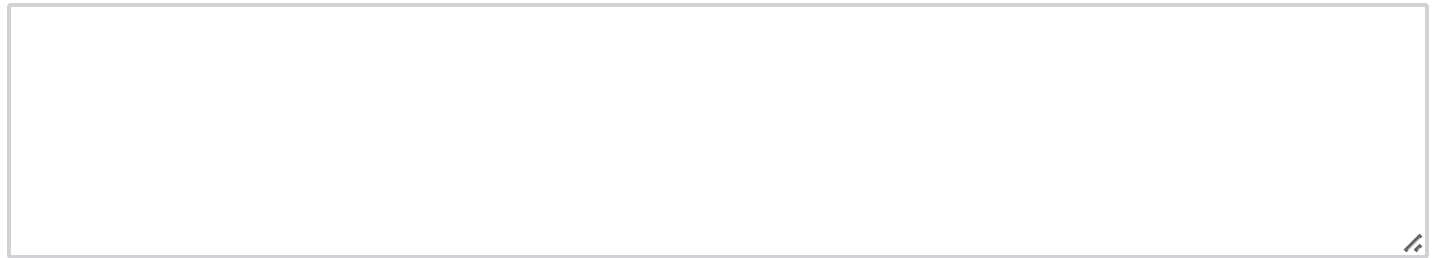
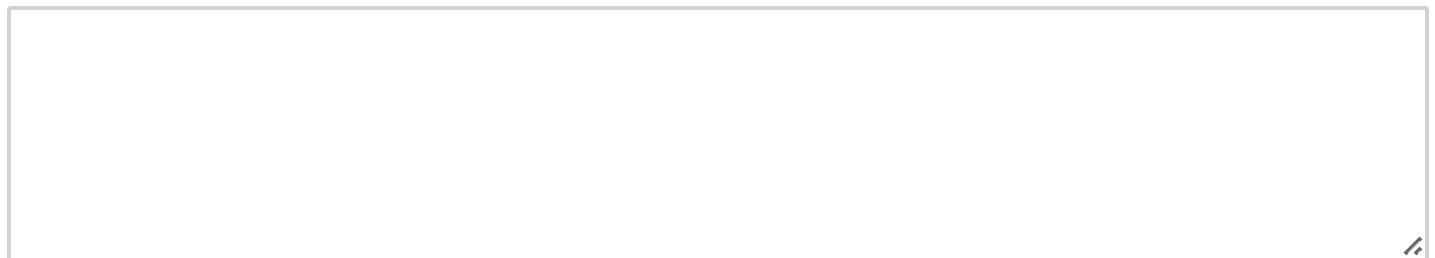
Please include the name of the organization, the number of years that you have volunteered with this organization, and give a brief description of your role and responsibilities as a volunteer.

**Previous and/or Current Employment**

Please include any employment that would be relevant to being a Master Gardener Volunteer. Include the name of your employer, the position you held, the number of years working for this employer, and give a brief description of your role and responsibilities.

**Previous Education or Training**

Please include any education or training that would be relevant to being a Master Gardener Volunteer.

**Please describe your gardening interests, skills, and experience.****What are you interested in learning more about through the Master Gardener Training Program?****Do you have any special skills aside from gardening that might be useful to the Master Gardener Volunteer Program? (i.e. art, carpentry, database management, fluency in a language besides English, graphic design, photography, etc.)**

Is there anything else you would like to let us know?

Interests

Interest

Please mark each item according to your level of interest.

	All the Time	Most of the Time	A Little	Not at All
Attend lectures	☐	☐	☐	☐
Draw and sketch	☐	☐	☐	☐
Follow instructions	☐	☐	☐	☐
Garden	☐	☐	☐	☐
Improve your community	☐	☐	☐	☐
Improve your garden	☐	☐	☐	☐
Lead discussion groups	☐	☐	☐	☐
Look up Information in books	☐	☐	☐	☐
Look up information online	☐	☐	☐	☐

Interests

Please mark each item according to your level of interest.

	All the Time	Most of the Time	A Little	Not at All
Make decisions	☐	☐	☐	☐
Meet new people	☐	☐	☐	☐
Read articles	☐	☐	☐	☐
Speak to groups	☐	☐	☐	☐
Spend time on social media	☐	☐	☐	☐
Take notes	☐	☐	☐	☐
Take responsibility	☐	☐	☐	☐
Talk about gardening	☐	☐	☐	☐
Talk on the phone	☐	☐	☐	☐

Interests

Please mark each item according to your level of interest.

	All the Time	Most of the Time	A Little	Not at All
Teach	☐	☐	☐	☐
Write articles	☐	☐	☐	☐
Work with children	☐	☐	☐	☐
Work with diverse groups of people	☐	☐	☐	☐
Work with the elderly	☐	☐	☐	☐
Work with people who have a disability	☐	☐	☐	☐
Work with people whose first language is not English	☐	☐	☐	☐
Work independently	☐	☐	☐	☐
Work with one or two other people	☐	☐	☐	☐

Training Availability

Attendance at all twelve in-person classes is expected. That being said, we understand that there are situations that will prevent you from attending. Note that if you miss more than two classes you will be dismissed from the program.

Training Classes will be held on the second Saturday of each month from 9:00 am until 4:00 pm.

Most classes will take place at our office in Middletown, but potential field trips include a local orchard, one or more community gardens, and our Education and 4-H Park in Otisville.

Please indicate if there are any classes that you will NOT be able to attend.

- | | |
|---|---|
| ☐ I will be able to attend all of the classes. | ☐ Saturday, May 8, 2027 |
| ☐ Saturday, January 9, 2027 | ☐ Saturday, June 12, 2027 |
| ☐ Sunday, January 10, 2027 (snow day) | ☐ Saturday, July 10, 2027 |
| ☐ Saturday, February 13, 2027 | ☐ Saturday, August 14, 2027 |
| ☐ Sunday, February 14, 2027 (snow day) | ☐ Saturday, September 11, 2027 |
| ☐ Saturday, March 13, 2027 | ☐ Saturday, October 9, 2027 |
| ☐ Sunday, March 14, 2027 (snow day) | ☐ Saturday, November 13, 2027 |
| ☐ Saturday, April 10, 2027 | ☐ Saturday, December 11, 2027 (Graduation) |

Volunteer Service Preferences

What times are you available to volunteer?

- | | | |
|---|--|--|
| ☐ Weekday mornings | ☐ Saturday mornings | ☐ Sunday mornings |
| ☐ Weekday afternoons | ☐ Saturday afternoons | ☐ Sunday afternoons |
| ☐ Weekday evenings | ☐ Saturday evenings | ☐ Sunday evenings |

Are there any times of year that you are NOT likely to be able to volunteer? Please specify in the box provided. (ex. spend the month of February down in Florida, work obligations in March, not available during school spring break, go away for three weeks every July, etc.)

- ☐ There are no specific times of year when I will not likely be able to volunteer.

- ☐ Winter
- ☐ Spring
- ☐ Summer
- ☐ Fall

Please indicate your transportation situation:

- ☐ Have use of a car
- ☐ Rely on others
- ☐ Use public transportation
- ☐ Other

Please rank the following in order of how you would most like to complete your volunteer hours. Simply drag and drop the choices to rearrange them.

Answering Gardening Questions

Working with Community Gardens

Teaching Gardening Workshops

Working with School Gardens

Writing articles

Outreach / Events

Program Fee and Scholarships

The Master Gardener Training Program has a fee of \$300. We want anyone who is able to meet the volunteer commitment to apply to this program, and we offer scholarships to community members for whom the program tuition is a barrier.

Are you interested in applying for a scholarship?

- ☐ Yes
- ☐ No

To apply for a scholarship, please provide one professional reference (not a family member or a friend) who can attest to your commitment to community service. This is in addition to the two references that you already provided.

Name

Organization

Phone Number

Email Address

Relationship to You

Years Known

Important Documents

If you are accepted into the Master Gardener Volunteer Program you will be representing Cornell Cooperative Extension Orange County. Please carefully read over the next few pages and initial at the bottom to show that you have read and understand what would be expected of you as a volunteer. If accepted into the program we will ask you to sign these documents.

**Cornell Cooperative Extension Association
Volunteer Agreement**

We are pleased that you have accepted a volunteer assignment to Cornell Cooperative Extension Association of Orange County (hereinafter referred to as "CCE"). Please accept our sincere thanks for your valuable contribution to Cornell Cooperative Extension.

1. I agree that as a CCE volunteer my participation in the activities outlined in the attached volunteer position description is without monetary or other compensation. **That document, including the Code of Conduct it contains, shall be considered a part of this agreement.**

2. I understand that CCE shall have the right to suspend or release me as a volunteer at any time and for any reason, within the discretion of CCE. I also understand that I have the right to terminate this agreement, recognizing that if I receive significant training for the volunteer position that there is an expectation of volunteer service.
3. I understand that CCE does not provide volunteers with medical insurance; therefore CCE is not responsible for any medical expenses incurred by me. Further, I understand that I am neither covered by Worker's Compensation nor entitled to employee benefits as a result of my CCE volunteer affiliation.
4. CCE will cover me as a volunteer under the CCE commercial general liability to protect me against any covered claims for injury to persons or damage to property arising out of my activities as a volunteer. In exchange for volunteer liability insurance protection I, on behalf of myself, my heirs and my representatives, do hereby release Cornell Cooperative Extension and the Association, its officers, directors, employees, and other volunteers from any liability whatsoever for any injury to myself, including death, or damage to my property that arises out of or is in any way related to my volunteer activities unless my injury is the result of the sole negligence of Cornell Cooperative Extension or the Association. I understand that the liability insurance coverage only applies when I am on duty, acting in accordance with CCE guidelines for my volunteer assignment, and all other applicable pre-conditions for coverage under the CCE insurance policy are met.
5. CCE agrees to provide the orientation, training, supervision, and support deemed necessary by CCE for the successful fulfillment of my volunteer responsibilities.
6. I am aware of the terms and conditions of this agreement and agree that the provisions of this agreement do not constitute a contract, either expressed or implied, for employment between CCE and myself.

7. This agreement is valid until it is terminated by CCE or by me.

Please type your initials in the box below indicating that you have read and understand the above document.

Cornell Cooperative Extension Association Volunteer Code of Conduct

Having signed a Cornell Cooperative Extension Association Volunteer Agreement, I accept responsibility to represent CCE with dignity and pride, conducting myself as a positive role model for program participants. I will adhere to the following standards of behavior when engaged in assigned volunteer activities.

To maintain a responsible relationship with Cornell Cooperative Extension, I will:

- Respect and adhere to CCE rules, policies, and guidelines that relate to volunteer activity and the program I serve.
- Execute CCE business in an ethical manner.
- Preserve the confidentiality of information (and sign confidentiality agreement if required by my volunteer role) about program participants and CCE internal affairs that have been entrusted to me.
- Refrain from using my CCE volunteer status for personal or business financial gain.
- Fulfill my assigned volunteer duties, including completion of required records or reports, in a timely manner.
- Use my time wisely and work cooperatively with Extension staff and other volunteers.
- Participate in required training programs and adhere to the recommended policies and procedures.
- Accept supervision and support from professional Extension staff and/or supervisory volunteers.

To maintain a respectful relationship with individuals encountered through volunteer activities, I will:

- Respect and uphold the rights and dignity of all staff, other volunteers and all individuals who participate in CCE programs recognizing that people's values,

beliefs, customs, and strengths differ.

- Encourage participation of and respect for individuals of diverse backgrounds, cultures, and perspectives.
- Refrain from the use of alcohol, tobacco, and inappropriate language.
- Commit no illegal or abusive act.

To maintain a safe and healthful environment for program participants, volunteers will:

- Follow child protection guidelines.
- Refrain from the use of alcohol and inappropriate language, especially in the presence of minors, and never attend or participate in a CCE activity or event under the influence of alcohol or controlled substances;
- Use tobacco products only where legally permitted and refrain from the use of tobacco products while conducting or assisting in any Extension program or in other group situations that may glamorize such use in the eyes of young people.
- Bring no firearm to any CCE program except when essential to purposes for the program.
- Report all unsafe conditions and accidents to professional Extension staff as soon as possible.
- Handle any animals, machinery, equipment, vehicles or other CCE property that has been entrusted to me in a safe and responsible manner;
- Observe all state and federal laws with respect to power equipment and minors

Please type your initials in the box below indicating that you have read and understand the above document.

Application Completion

Thanks again for your interest in becoming Master Gardener Volunteer. To complete your application sign below and click the arrow on the right.

By signing below, I certify all information is true and correct to the best of my knowledge.

SIGN HERE



clear

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