



Extension Master Gardener
Volunteer Application
Chatham County

Please return all seven (7) pages of the completed application to:
matt_jones@ncsu.edu OR
Matt Jones
NC Cooperative Extension – Chatham County Center
1192 US 64 W Business, Suite 400
Pittsboro, NC 27312

Application Due Date:
June 30th, 2023

GENERAL INFORMATION *(please print)*

Name _____
(First) (Middle Initial) (Last)
Prefer to be called _____ Preferred pronouns (optional) _____
Mailing Address _____
(Street, P.O. Box, Route, Apt #) (City) (State) (Zip)
Residence _____
(Physical location if different than mailing address)
How long at this address _____

CONTACT INFORMATION

Phone: Daytime (____) _____ Cell (____) _____
Evening (____) _____ Email _____
Best time to call: Morning Afternoon Evening
Emergency Contact: Name _____ Relationship _____
Phone (____) _____ (Day) (____) _____ (Evening)
Cell (____) _____

Indicate the best day and time for you to do volunteer work. *Example: Friday mornings*

List dates/times during the next year that you will NOT be available for volunteer service (vacation, job, and other commitments).

EMPLOYMENT AND VOLUNTEER EXPERIENCE

CURRENT EMPLOYMENT STATUS *(please check one)*

- retired work full time work part time not employed for pay

Please list three references, not related to you, who you have known for at least two years.

Name	Address, City, State, Zip	
Telephone Number Day Evening	Email Address	Relationship
Name	Address, City, State, Zip	
Telephone Number Day Evening	Email Address	Relationship
Name	Address, City, State, Zip	
Telephone Number Day Evening	Email Address	Relationship

EDUCATION AND GARDEN EXPERIENCE

Please circle your highest education level.

High School Some College Associate’s Degree Bachelor’s Degree Master’s Degree Doctorate Degree

Years of local gardening experience _____

List your top three areas of gardening interest. Example: vegetables, roses, houseplants, etc.

List any gardening groups in which you are currently active.

List Cooperative Extension programs you have participated in or services you have received.

List volunteer roles you are most interested in performing.

List any special skills that you could contribute in a volunteer capacity. Examples: computers, graphic design, teaching, grant writing, etc.

List any formal training in horticulture/gardening.

DEMOGRAPHIC DATA

The following information is requested solely for the purpose of determining compliance with Federal civil rights laws; your response will not affect consideration of your application. N.C. Cooperative Extension policy prohibits discrimination based on age, color, disability, family and marital status, gender identity, national origin, political beliefs, race, religion, sex (including pregnancy), sexual orientation and veteran status.

- | | |
|---|---|
| <p>1. Gender <i>(optional)</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Female<input type="checkbox"/> Male<input type="checkbox"/> I identify using a different term | <p>2. Ethnicity <i>(optional)</i>:</p> <ul style="list-style-type: none"><input type="checkbox"/> Hispanic<input type="checkbox"/> Not Hispanic |
| <p>3. Race <i>(optional)</i></p> <ul style="list-style-type: none"><input type="checkbox"/> White<input type="checkbox"/> Black/African American<input type="checkbox"/> American Indian/Alaskan<input type="checkbox"/> Asian<input type="checkbox"/> Native Hawaiian/Pacific Islander | <p>3. I Live <i>(optional)</i>:</p> <ul style="list-style-type: none"><input type="checkbox"/> On a farm<input type="checkbox"/> Rural area or town under 10,000 population<input type="checkbox"/> Town or city of 10,000 to 50,000 population<input type="checkbox"/> Suburb or city over 50,000 population<input type="checkbox"/> City over 50,000 population |

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Extension Master Gardener

Student/Intern Code of Conduct

We appreciate your interest in the NC State Extension Master GardenerSM (EMG) program. Your satisfaction and progress in this volunteer role is important to us. Master Gardener volunteer (MGV) student/interns must sign this form and file it with the local Extension center, OR complete it online via the EMG Intranet, to be eligible to participate in EMG training, the EMG program, and to be covered by [NC State University's liability protection plan](#).

By signing this form, you are agreeing to abide by all items in this agreement, as well as all program policies and procedures covered in the NC State EMG Program Guidelines, available at go.ncsu.edu/ncstate-emg-program-guidelines. In addition, you are agreeing to abide by all items in the COVID-19 Guidelines for EMG Volunteer Activities, available at go.ncsu.edu/emg-covid-guidelines. Volunteers not adhering to all items in this agreement as well as all items within the Guidelines may forfeit their ability to participate in the EMG program.

As a student and intern in the NC State Extension Master GardenerSM Program, I agree to do the following:

1. Participate fully in the **40** hour initial training course provided for NC State Extension Master Gardener volunteers.
2. Complete the **40** hour volunteer service internship within the required time, as specified by the local Extension agent.
3. Report all volunteer and education hours on the EMG Intranet on a regular basis, no less than monthly to support accurate reporting of volunteer efforts to state and county partners.
4. Meet any additional county requirements defined by the county agent or local EMG volunteer coordinator.
5. Abide by the NC State EMG Program Guidelines and the following Code of Conduct:
 - I will perform my duties with dignity and pride as a representative of NC State University, follow University and county policies, and work under the leadership of an NC State or NC A&T University employee.
 - I will respect and interact in a professional manner with paid staff, volunteers, and clientele. I will be a positive role model, refraining from profanity, harassment, disruptive behavior, or abuse of any kind.
 - I will perform assigned duties without financial compensation or workers' compensation coverage. I will not seek or accept personal payment for speaking engagements or other activities performed as a Master GardenerSM volunteer.
 - I will provide unbiased, research-based information consistent with NC State University recommendations.

- I will make no recommendations or endorsements of a particular product or place of business. Nor will I use my title as a Master GardenerSM volunteer for commercial or private business.
- I will provide cultural, mechanical, biological, and chemical recommendations to clientele so that they can make an informed decision about integrated pest management.
- I will restrict my chemical pesticide recommendations to only those in the North Carolina Agricultural Chemicals Manual, recent Extension publications, or pesticide labeling. I will encourage clients to read the pesticide labeling themselves rather than providing them with dilution or application recommendations.
- I will restrict my answers to questions within my area of expertise or training. I will not answer questions concerning household pests, commercial horticulture, herbicide damage, hazardous tree evaluation, medical or legal questions, or determining if a questionable plant or mushroom is edible.
- I will submit educational materials that I prepare (articles, press releases, newsletters, leaflets) for review and approval by the Extension agent or the appropriate subject matter Extension specialist or state EMG program coordinator prior to printing.
- I will refer requests for information by newspaper reporters to the Extension agent.
- I will refer possible poisoning cases to the Carolina's Poison Center (800-848-6946).
- I will wear my EMG nametag when doing volunteer work for Extension.
- I will dress in an appropriate and professional manner suitable for the activity or location I am participating in. "Office casual" is appropriate for speaking engagements, indoor plant clinics, and schools. Gardening work clothes are appropriate for working in demonstration gardens and some outdoor events.
- I will maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed.
- I will not make copies of copyrighted material for distribution without written permission from the copyright owner.
- I will not sign contracts on behalf of Extension or the EMG program.
- I will not display discriminatory behavior (based on race, color, religion, sex, age, national origin, handicap, and sexual orientation), engage in sexual harassment, alcohol or drug use, or carry a dangerous weapon while serving as a Master GardenerSM volunteer.
- I accept the copyright and media release policies found in the NC State EMG Program Guidelines, Chapter 5, section H.

I have read and agree to abide by the EMG Program Guidelines and Code of Conduct regarding my service as a Master GardenerSM volunteer.

Date: _____

MGV Student/Intern Signature: _____

Printed Name: _____