



Virginia Cooperative Extension
Prince George Unit
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November 30, 2023

To: Master Gardener Program Applicants

From: Scott Reiter
Scott Reiter
Extension Agent, ANR

Re: 2024 Master Gardener Training Program

Thank you for your interest in the Prince George Extension Master Gardener Training Program. Classes will meet each Tuesday evening from 6:00 pm until 9:00 pm from January 30 through March 26, 2024. Classes are held at the Prince George Community meeting room in the Human Services Building. The remaining classes/course (50%) will be hosted on-line through our Virginia Tech course system. These modules and quizzes can be completed at your own pace each week. Completed applications are due by January 19, 2024. Applications will be reviewed as they are returned and interviews will be scheduled in January. You will learn your acceptance status shortly after the interview. The course fee will be submitted following the interview. Completed applications can be mailed to the PO box noted above or delivered to the office.

The Master Gardener Training Program is an intensive 50+ hour training course in basic horticulture. To become a Master Gardener you must complete 50 hours of volunteer time as a Master Gardener Intern through the Prince George Extension Office within 12 months of completing of the training program. After the initial internship, there is a 20 hour per year volunteer commitment to remain an active Master Gardener. The goal of the program is to train future volunteer horticulture educators to work in Prince George County.

A \$200 course fee will be required. The fee covers the cost of the VCE-Master Gardener Handbook, VCE Pest Management Guide, and informational resource materials. The fee **should not** be included with the application. It will be collected during the interview process. ***Class trainees who complete their internship by April 30, 2025 will receive a \$50 rebate.***

All Virginia Cooperative Extension volunteers must consent to a criminal background check. At the interview you will be given instructions on how to initiate the process on-line.

The class size may be limited to 20 people based on demand for the class.

Thank you for your desire to become a Prince George Master Gardener. We look forward to having you in this year's class and hope you will find the process both educational and rewarding. If you have any questions, please feel free to call the office.



2024 Prince George New Intern Application Form

Please print this form, complete the information in its entirety (please print clearly) and return by January 19, 2024.

A. GENERAL INFORMATION

Last Name _____ First Name _____
 Address (Street, City, State, ZIP) _____
 How long at this address? _____ Date of Birth _____

B. CONTACT INFORMATION

Home Phone _____ Cell Phone _____ Work Phone _____
 E-mail Address _____
 Emergency Contact Name _____
 Emergency Contact Phone (Day) _____ (Evening) _____

C. AVAILABILITY (Please mark an "X" to indicate days/times you are **available** for volunteer work.)

	Weekdays		Weekends	
	A.M.	P.M.	A.M.	P.M.
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

D. OTHER VOLUNTEER EXPERIENCE

Organization	Type of Service	Types of Activities

E. MEMBERSHIPS IN HORTICULTURE/WILDLIFE GROUPS

1. _____
 2. _____
 3. _____
 4. _____
 5. _____

REFERENCES

1.	_____	_____	_____
	Name	Phone (day and night)	Relationship

	Street, City, State, ZIP		
2.	_____	_____	_____
	Name	Phone (day and night)	Relationship

	Street, City, State, ZIP		

F. DRIVING INFORMATION

Do you have a current and valid driver's license?	Yes	No
If no, do you have other means of transportation?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, do you currently have the minimum vehicle insurance coverage as required by the Commonwealth of VA?	<input type="checkbox"/>	<input type="checkbox"/>

G. BACKGROUND INFORMATION

This information will be kept in a confidential manner and accessible only to authorized personnel. A "yes" answer does **not** automatically exclude you from registering for the Prince George Extension Master Gardener program.

Have you ever had any criminal convictions related to:	Yes	No
Alcohol or drug use?	<input type="checkbox"/>	<input type="checkbox"/>
Child abuse or neglect?	<input type="checkbox"/>	<input type="checkbox"/>
Elder abuse or neglect?	<input type="checkbox"/>	<input type="checkbox"/>
Violence?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of any other violation(s) of the law?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of any moving traffic violations?	<input type="checkbox"/>	<input type="checkbox"/>

If "yes" to any of the above, please describe _____

I understand criminal background or reference checks may be conducted on me at any time during the application process or during volunteer service of VCE.

Signature, Volunteer Applicant

Date

H. DEMOGRAPHIC INFORMATION (For record keeping purposes only)

- | | |
|---|---|
| 1. Gender (optional)
<input type="checkbox"/> Female
<input type="checkbox"/> Male | 2. Ethnicity (optional):
<input type="checkbox"/> Hispanic
<input type="checkbox"/> Not Hispanic |
| 3. Race (optional)
<input type="checkbox"/> White
<input type="checkbox"/> African American
<input type="checkbox"/> American Indian
<input type="checkbox"/> Asian | 4. I Live:
<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 |
5. Highest level of education: _____

I. PRINCE GEORGE ENROLLMENT AGREEMENT

Enrollment Agreement

I understand that Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. I hereby certify that all of the entries on this application are true and complete. I understand that any falsification of information herein constitutes cause for dismissal.

X _____
Signature, Volunteer Applicant Date

PLEASE CONTINUE to COMPLETE PAGE 4

FOR VCE INTERNAL USE ONLY

Date Volunteer Application received _____

Application requires further action? Yes _____ No _____

Applicant met qualifications? Yes _____ No _____

Date acceptance letter sent _____

Date rejection letter sent _____

Signature, VCE Representative Date



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Please print name clearly: _____

INTERESTS & SKILLS QUESTIONNAIRE

It takes many people with diverse skills to run the Prince George Extension Master Gardener program. We are ALL volunteers. On this page, please indicate any of your particular interests and skills and briefly describe the context in which they have been developed. Please continue on the back of this sheet if necessary.

How did you hear about the Prince George Extension Master Gardener Program?

What are your previous gardening experiences?

Please list any specialized gardening skills / knowledge (xeriscaping, water gardening, organic vegetable gardening, etc.):

Other:

Skill / Interest		X	Proficiency and / or comments
Computer	Don't use one		
	Email only		
	Use extensively at work / home		
	Data entry		
	Desktop publishing		
	Web design / management		
	Microsoft Excel		
	Microsoft Powerpoint		
	Microsoft Publisher		
	Sharepoint		
Arts and Publication	Videography		
	Digital Photography		
	Scrap Book Design		
	Graphic Design		
	Writing		
	Editing		
Business	Proofreading		
	Finance / auditing		
	Marketing / advertising		
	Program Management		
Miscellaneous (please list age groups and group sizes)	Catering event planning		
	Teaching		
	Leading groups (Scouting)		
	Leadership training		
Other (please list any additional skills and interests)	Public speaking		
	Language skills / fluency level		



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