

**Master Gardener Volunteer Training Application and Information for 2010**  
(THIS APPLICATION CAN BE PRINTED, BUT NOT SUBMITTED, ELECTRONICALLY)



**Cornell University**  
**Cooperative Extension**  
of Westchester County

26 Legion Drive  
Valhalla NY 10595  
Tel: 914-285-4620 / Fax: 914-285-4624  
E-mail: westchester@cornell.edu  
<http://cce.cornell.edu/westchester>

July 30, 2009

Dear Interested Candidate:

Thank you for your interest in becoming a Cornell Cooperative Extension Master Gardener Volunteer.

Please find enclosed an application and two blank letters of reference which must be submitted along with your application. The application process will run from August 1<sup>st</sup> to September 1<sup>st</sup> 2009. If you are selected for an interview, you will be contacted in early September. Successful candidates will be notified in early-October. After completion of the 10 week classroom training course, interns are required to commit to a minimum of 100 hours in a CCE approved Master Gardener Volunteer project in order to become Master Gardeners. As we have many qualified applicants and limited space, we unfortunately cannot accept all applicants into the Master Gardener Volunteer Program.

You must be a Westchester County resident to be considered for the Master Gardener Volunteer Program.

The ten week training session will begin on Tuesday, January 12, 2010, and continue through early April 2010. The training will be held on Tuesdays each week from 9:00 a.m. to 3:30 p.m. at our offices in Valhalla. Attendance at all weekly sessions is mandatory. The fee for the ten week training session is \$450.00, which includes a training manual and materials.

As you may have read in the Master Gardener brochure or on our website, Master Gardener Volunteers are ambassadors of Cornell Cooperative Extension programs in Westchester County. New York State Master Gardener Volunteers cooperate with horticulture extension staff and Cornell University to provide research-based gardening information and guidance to our communities in a variety of projects including demonstration gardens, presentations, written material, and one-on-one interaction with the public.

To comply with Cornell University's mandate and to satisfy our insurer who provides us with liability coverage, all Master Gardener Volunteer applicants will be required to undergo and successfully pass a criminal background and drivers license check prior to attending training. Your social security number will be required to complete this background check and will be held in strict confidence.

Deadline for completion of the application is September 1<sup>st</sup>, 2009. If you have any questions, please e-mail JoAnn DiRico Trautmann at [jdt34@cornell.edu](mailto:jdt34@cornell.edu) or Patris Beamon at [pyb2@cornell.edu](mailto:pyb2@cornell.edu).

Yours truly,

JoAnn DiRico Trautmann  
Master Gardener Training  
and Continuing Ed Coordinator

Anna Snider  
Extension Resource Educator,  
Horticulture and the Environment

*Building Strong and Vibrant New York Communities*



Cornell University  
Cooperative Extension  
Westchester County

## 2010 MASTER GARDENER VOLUNTEER PROGRAM APPLICATION

*I wish to become a Master Gardener Volunteer and request an interview for the training program beginning in January 2010. I understand that if accepted into the Master Gardener Training Program, I agree that I will contribute 100 hours of volunteerism over a two-year period. (PLEASE INITIAL THAT YOU AGREE \_\_\_\_\_)*

Name (**Please Print**)

Address

City		State	Zip Code
Home Phone	Cell Phone	E-mail address	

Why do you wish to become a Master Gardener Volunteer?

Please indicate your educational background.

Please list any training or experience in horticulture or gardening.

Please list areas of specialization or hobbies (i.e. vegetables, flowers, houseplants, photography, computer, carpentry, etc.).

Please list any horticultural group affiliations (present or past - such as garden clubs, plant societies, industries).

Are you currently/formerly/or planning to be employed in the horticultural industry? Yes No  
If yes, please explain.

Please list your volunteer experience.

***THIS APPLICATION CANNOT BE FILLED OUT ELECTRONICALLY***

Tell us about your gardening experience / interests.

Will you be available on Tuesdays from 9:00 am – 3:30 pm beginning in mid-January 2010 through early April 2010 (approximately 10 weeks).

Yes No

Do you agree to undergo a criminal background and drivers license check for which you will be required to submit your social security number?

Yes No

Emergency Contact Information (Name and Phone Number):

**Please mail two professional or personal (non-family) completed letters of reference with your application. Your application will be incomplete without these letters of reference.**

**APPLICATION DEADLINE IS SEPTEMBER 1st, 2009**

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**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.

- 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 use the recommended policies and procedures.
- Accept supervision and support from professional Extension staff and/or supervisory volunteers.
- 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 while conducting CCE business.
- Commit no illegal or abusive act.
- Report all unsafe conditions and accidents to professional Extension staff as soon as possible.

I have read, understand, and agree to uphold the code of conduct as stated above.

*Cornell Cooperative Extension is granted permission to use and/or publish my photograph or image (including audio, film, digital image or any other media) for educational programs, websites or promotion of Extension programs.*

PLEASE CHECK THAT YOU AGREE and SIGN BELOW.

Date

Please mail your completed application and references to JoAnn DiRico Trautmann, c/o Cornell Cooperative Extension of Westchester County, 26 Legion Drive, Valhalla, NY 10595

THANK YOU FOR YOUR INTEREST IN THE MASTER GARDENER VOLUNTEER PROGRAM

CORNELL COOPERATIVE EXTENSION PROVIDES EQUAL PROGRAM AND EMPLOYMENT OPPORTUNITIES.  
PLEASE CONTACT CCE OF WESTCHESTER IF YOU HAVE ANY SPECIAL NEEDS.



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**LETTER OF PERSONAL REFERENCE - #1**  
**(must accompany application)**

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(NAME OF APPLICANT)

is applying to be accepted in Cornell University's Cooperative Extension Master Gardener Volunteer Program in Westchester County, NY.

Please submit a letter of reference on behalf of the above applicant and return to them so that they may submit it with their application. The application deadline is September 1, 2009.

Please describe the applicant in terms of qualifications and character and explain in what capacity you know them. Please return this sheet along with your letter of reference.

Thank you.

*Building Strong and Vibrant New York Communities*

Cornell Cooperative Extension provides equal program and employment opportunities. NYS College of Agriculture and Life Sciences, NYS College of Human Ecology, and NYS College of Veterinary Medicine at Cornell University, Cooperative Extension associations, county governing bodies, and U. S. Department of Agriculture, cooperating.



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**LETTER OF PERSONAL REFERENCE - #2**  
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