

Texas A&M AgriLife Extension—Guadalupe County

Application for Master Gardener Class 30

August 8 – December 5, 2017

Tuesdays
12:45-4:45p.m.

Extension Office
210 East Live Oak
Seguin, TX 78155



Application Deadline
July 31, 2017

By making this application you state your pledge to become a Certified Member of Guadalupe County Master Gardeners (GCMG). Understand that in doing so you make a substantial commitment to further the mission of educating others in sound horticultural practices. Your obligations are summarized in items 3 and 4 below.

1. Your Contact Information (Please print legibly.) The information you provide in section I will be included in a roster given to fellow classmates and the general GCMG membership. You too will receive these rosters. This information is not to be shared with others.

Name:		Day phone
Home Address		Night phone
City	County	Cell Phone
Zip	Email address	

2. Additional information. This information is not included in rosters

Check <input checked="" type="checkbox"/> one	And tell us a little more...
<input type="checkbox"/> Employed	Where?
<input type="checkbox"/> Retired	Profession you retired from
<input type="checkbox"/> Other	Please explain

3. What GCMG Requires You do between Aug 2017 & Dec 2017 to become a certified Master Gardener:

Initials ↓	By initialing each item below I agree, that as a GCMG Student/Intern, I will:
_____	a. Pay tuition by attaching a check or money order of \$190 to this application
_____	b. Undergo a personal background check as required by Texas AgriLIFE EXTENSION (cost is included in tuition fee).
_____	c. Attend a minimum of fifty (50) hours of classroom and field instruction;
_____	d. Complete open-book, take-home tests given on specific subjects;
_____	e. Participate in KWED Radio's Lawn & Garden Show —one hour on a Saturday morning
_____	f. Give a minimum of fifty (50) hours of volunteer service in GCMG approved projects within one year (Dec 2018) of completing the training program;
_____	g. Report volunteer hours worked each month

4. What GCMG expects of you once you become a Certified Member:

Initials ↓	Once I become a certified Master Gardener. I further commit to:
_____	a. Use the knowledge I gain to educate the public on sound horticultural practices and do my best to accomplish the GCMG mission and goals.
_____	b. Continue as an active member of GCMG by: <ul style="list-style-type: none"> ▶ Performing a minimum of twelve (12) hours of volunteer service annually; ▶ Attending six (6) hours of approved continuing education annually; ▶ Reporting volunteer hours on a regular basis; ▶ Paying annual local dues (dues were \$20.00 for 2017) ▶ Updating a personal background check every three years, or as required

5. Master Gardeners’ commitments to you. Now and in the future, Guadalupe County Master Gardeners, Inc. and Texas A&M AgriLife Extension Service will:

- ▶ **Make you feel welcome** as part of the GCMG family;
- ▶ **Provide you quality training** and associated materials;

Maintain accurate records of the volunteer hours you report;

- ▶ **Facilitate your continued learning** through regular meetings, activities and newsletters;
- ▶ **Provide opportunities for you to become a certified instructor** in an array of specializations;
- ▶ **Create opportunities for you to practice what you teach;**
- ▶ **Provide opportunities for volunteer services** at GCMG approved projects;
- ▶ **Welcome your full participation** in the business affairs of the organization

We want you to understand that you are signing up for more than just taking gardening classes.

If you need more details, visit our website, www.guadalupecountymastergardeners.org, to see the **GCMG Mission, Bylaws, and Operating Guidelines**...and current and archived issues of our **Award Winning Newsletter**, see the newsletter for upcoming topics and presenters.

We mean it when we say you are welcomed! Be our guest at our monthly membership meetings,

7:00 p.m. 3rd Thursday of each month
 Guadalupe County
 AgriLife Extension/Master Gardeners office
 210 E. Live Oak Street
 Seguin, Texas

Please sign below and complete the rest of the application.

Signed _____

Date _____

How to Apply

- A. Carefully consider the requirements of the Master Gardener Program.
- B. Fill out this application in legible print, answering each question as thoroughly as possible.
- C. Mail or deliver your completed application with a \$190 check or money order by July 31 to:

**Guadalupe County Master Gardeners
Class 30 Registration
210 E. Live Oak
Seguin, Texas 78155**

- D. Questions? Contact the Class Coordinator:

Kay McElveen
(830) 401-4420 (H), (479) 790-2933 (C)
hkaymcelveen@gmail.com

Texas A&M AgriLife Extension provides equal opportunities in its programs and employment to all persons, regardless of race, color, sex, religion, national origin, disability, age, genetic information, veteran status, sexual orientation, or gender identity.

Individuals with disabilities who require an auxiliary aid, service or accommodation in order to participate in this meeting are encouraged to contact the County Extension Office at (830) 303-3889 at least 5 days prior to determine how reasonable accommodations can be made.

Texas Master Gardener Association and Guadalupe County Master Gardeners, Inc. are volunteer service organizations under guidelines established by Texas A&M University and the Texas A&M AgriLife Extension.



Complete next page



CONFIDENTIAL



Volunteer Application Form

And consent for criminal background history check authorization/waiver

To be completed by Extension program volunteers (EFNEP, BLT, etc.) and Master Volunteers only. 4-H volunteers must register online via 4-H CONNECT or by completing the 4-H Adult Volunteer Application (4-H 2-1.056)

Please print:

1. APPLICANT'S FULL, LEGAL NAME	<u>Guadalupe</u>	
2. COUNTY	_____	
3. ADDRESS	_____	
4. CITY	_____	ZIP _____
5. FIRST 5 DIGITS OF SOCIAL SECURITY NUMBER	_____/_____/_____	
6. DATE OF BIRTH	____/____/____	
7. DRIVER'S LICENSE NUMBER (optional)	_____	
8. GENDER (circle one)	Male / Female	
9. Are you of Hispanic ethnicity? Yes / No RACE (circle one) White / Black / Asian / American Indian Alaskan Native / Native Hawaiian / Pacific Islander	<u>GUADALUPE MASTER GARDENER</u>	
	10. VOLUNTEER PROGRAM AREA	

Previously Screened

11. I verify that I have been previously screened including a criminal background check and PASSED. Yes No

If yes, by who? _____ When (Year): _____

For what purpose _____

Did you pass? If not, what restrictions were imposed _____

If you have been screened and passed a criminal background check through an Extension-approved entity, a letter/proof must be submitted.

Please sign at the bottom of the form.

12. I hereby authorize veriFYI and/or its Service Provider and the Texas AgriLife Extension Service to request and receive any and all background information about or concerning me, including, but not limited to, my Criminal History, Driving Record, Employment History, Military Background, Civil Listings, Educational Background, Professional License from any Individual, Corporation, Partnership, Law Enforcement Agency, and other entities including my Present and Past Employers. I authorize the Texas AgriLife Extension Service or any of its components to make reference checks relating to my volunteer service. I understand that this information will be used to determine my eligibility as a volunteer/employee with the Texas AgriLife Extension Service.

The criminal history, as received from the reporting agencies, may include arrest and conviction data, as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by client/agency and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I further release and discharge veriFYI and their Service Provider and all of their Subsidiaries, Affiliates, Officers, Employees, Contract Personnel, or Associates, from any and all claims and liability arising out of any request for information or records pursuant to this authorization and/or procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

I understand that I have the right to make written request within a reasonable period of time to veriFYI for additional information concerning the nature and scope of the investigation. I acknowledge that I have voluntarily provided the above information for employment/volunteer purposes, and I have carefully read and understand this authorization.

13. Date	14. Applicant's Signature
_____	_____

Volunteer Application Form Instructions

1. Applicant's Printed Name – Complete with first name, middle name and last name.
2. County – Complete with the county name in which you are applying to be a volunteer.
- 3/4. Address – Complete with your current mailing address, city and zip code.
5. Social Security Number – Complete with at least the **first five** digits of the social security number. The social security number is an individual descriptor that enables the system to complete a national criminal search of 47 jurisdictions.
6. Date of Birth – Complete with the month, day and year of birth.
7. Driver's License Number – Complete with current driver's license number and state. Although optional, this helps affirm your identity during a background check.
8. Gender – Complete by circling one of the options.
9. Race – Complete the race and ethnicity section by circling the answers that apply. This field is optional; however, it is very important in confirming accurate identity.
10. Volunteer Program Area – Complete with the program area you are volunteering for (e.g., Better Living for Texans, Expanded Food and Nutrition Education Program, Master Gardener, Master Naturalist, Master Wellness Volunteer). **4-H volunteers should complete the Texas 4-H Adult Volunteer Application (4-H 2-1.056).*
11. Previously Screened – Texas AgriLife Extension Service will accept prior screenings conducted within the past three years from other entities. The approved list of prior screenings either as an employee or volunteer include: school districts, churches, youth groups/associations (Little League, sports associations, etc.), youth agencies/organizations (Big Brother/Big Sister, Boy Scouts, Girl Scouts, after school/extended care programs), law enforcement (county, state or federal/prison system), Texas Youth Commission, Department of Defense – Child and Youth Services, Department of Defense – Family Programs, concealed handgun license; and/or licensed childcare workers.
** The minimum requirement is a criminal background check conducted through DPS or a National Criminal Search entity. **
*** Other sources may be considered based on documentation provided with screening criteria and specifics. ***
**** Documentation is required for screenings from other entities. This could include a letter of acceptance from the employer or volunteer group, or a letter written from the screening entity to the Texas AgriLife Extension Service stating you have been screened and tested.*
12. Authorization Statement – State agencies screening volunteers are required by legislation to use the Volunteer Center of North Texas. The Volunteer Center contracts with VeriFYI. VeriFYI is a background verification software system that accesses multi-jurisdiction checks utilizing one of the largest private-sector criminal history databases in the nation (180 million records). All information received is held in confidence and not shared at the county level. Criminal record results are shredded when a volunteer's status is determined.
13. Date Completed
14. Applicant's Signature