



Extension Master Gardener Volunteer Application

VCE Unit Name: VCE – Prince William

Application Year: 2020

Unit Address: 8033 Ashton Ave. Manassas, VA 20109

Applicant Last Name:

First Name:

A. Contact Information

Address (Street, City, State, Zip)

Home Phone

Cell Phone

Work Phone

Email Address

Emergency Contact Name

Emergency Phone (Day)

Emergency Phone (Evening)

B. Voluntary Disclosure

This information will be kept in a confidential manner and accessible only to authorized personnel. A "yes" answer does not automatically exclude you from volunteering for this unit of the Virginia Cooperative Extension Master Gardener Volunteer Program.

Have you ever had any criminal convictions including moving traffic violations? Yes No

If "yes" to any question above, please describe:

I understand that criminal background screenings or reference checks may be conducted on me at any time during the application process or during volunteer service of Virginia Cooperative Extension (VCE).

Signature

Date

C. Availability	Please mark an "X" to indicate the days and times below that you are available for volunteer work.			
	Weekdays		Weekends	
	A.M.	P.M.	A.M.	P.M.
January - March				
April - May				
June - August				
September - October				
November - December				

D. Other Volunteer Experience
1.
2.
3.
4.
5.

E. Memberships in Horticultural or Conservation Organizations
1.
2.
3.
4.
5.

F. References
1. Name _____ Phone _____ Relationship _____
Address _____ Email _____
2. Name _____ Phone _____ Relationship _____
Address _____ Email _____

G. Media Release Statement

The Virginia Polytechnic Institute and State University/College of Agriculture and Life Sciences (CALs) periodically uses electronic and traditional media (e.g., photographs, video, audio footage, testimonials) for publicity and educational purposes. By my signature on this form, I acknowledge receipt of this document and give permission to the College of Agriculture and Life Sciences and its designee to use such reproductions for educational and publicity purposes in perpetuity without further consideration from me.

I understand that I will need to notify Virginia Tech/College of Agriculture and Life Sciences if any changes to my situation occur that will impact this media release permission.

PLEASE INITIAL: Yes No

H. Enrollment Agreement

I am volunteering my time to further the educational purposes of Virginia Cooperative Extension (VCE). I agree to abide by all policies and procedures of VCE. I understand that VCE 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 the 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.

Signed _____ Date _____

Printed Name _____

I. Demographic Information (optional; for record keeping purposes only)

- | | |
|--|---|
| <p>1. Gender</p> <p>Female</p> <p>Male</p> | <p>2. Ethnicity</p> <p>Hispanic</p> <p>Not Hispanic</p> |
| <p>3. Race</p> <p>African American</p> <p>American Indian</p> <p>Asian</p> <p>Caucasian (white)</p> <p>Other</p> | <p>4. I live:</p> <p>On a farm</p> <p>Rural area or town under 10,000 population</p> <p>Town or city of 10,000 to 50,000 population</p> <p>Suburb or city over 50,000 population</p> <p>City over 50,000 population</p> |
5. Highest level of education: _____

VCE Internal Use Only

Date volunteer application received: _____

Date of interview: _____

Date of background screening: _____

Application requires further action: Yes No

Applicant met qualifications? Yes No

Date acceptance letter sent _____

Date rejection letter sent _____

Signature, VCE Representative _____ Date _____

Please return the completed application by email to Nancy Berlin nberlin@vt.edu no later than September 7, 2020, close of business.

Your application will be reviewed and the candidates who will best help us meet the needs of environmental/horticultural education in the Prince William area will be selected. Enrollment this year is limited due to Covid constraints.

After your application is approved, your references and a background check with PreSearch, a company contracting with Virginia Tech, will be completed.

If you would like to apply for a scholarship (limited partial and complete scholarships will be awarded) you will receive an email from Christina Hastings, Environment and Natural Resources Administrative Assistant with interview times and a scholarship application. Interviews will be in small groups, if possible, via Zoom.

You will also receive a link to log onto our Canvas, learning platform site to pay applicable fees either by check or credit card. Checks should be made payable to Treasurer, Virginia Tech. There is a returned check fee of \$50 incurred by Bursar of Virginia Tech. Class fees of \$235 cover: a digital Master Gardener manual, Turf Handbook, a magnifying loupe, an invasive plant book a native tree guide and a northern Virginia native plant book, speaker fees, a BEST Lawns assessment and soil test, and a Pest Management Guide.

Classes will begin Tuesday, September 15. Prior to class starting you will need to complete a Virginia Tech Civil Rights video (link will be provided). If you need to familiarize yourself with Zoom or Canvas to be prepared for training class, please register for one of the following dates with Master Gardener, Rick Reo, who will help you find your way around the learning platform (Canvas) that we will be using this fall. Register for one of these dates at mastergardener@pwcgov.org **September 8 or September 10** - 6:30- 7pm. and they will send you the Zoom link.