August 10, 2018

Dear 2019 Master Gardener Extension Volunteer Applicant:

The purpose of the Georgia Master Gardener® Extension Volunteer (MGEV) program is to assist UGA Extension by training docents to provide current horticultural information through community service and educational gardening projects through research-based information and the resources of the University of Georgia. Classes for the 2019 Master Gardener Extension Volunteer Training for Hall County will be held in the Hall County Cooperative Extension office on Tuesdays and Thursdays from January 8th through March 28th. Training will be held from 9:30 a.m. - 12:00 p.m.

Attached are the Master Gardener Volunteer Contract of Understanding and the 2019 Master Gardener Volunteer Program Application. All forms need to be completed, signed, and returned to the Hall County Extension Office. Please share the reference forms with the three individuals you list on your application and ask that they return them by the deadline to our office. The program fee is $200.00, and checks need to be made out to Hall County Extension. 

Do NOT send in a check with your application.

All applications must be received by the deadline of 5:00 p.m. November 30th, 2018 to be considered. Incomplete and/or late applications will not be considered.

As enrollment in the Master Gardener program is limited, you are encouraged to fill out the application as thoroughly as possible. The selection committee, comprised of an Extension Staff member and a group of veteran Master Gardener Extension Volunteers, reads all applications. Selections will be based on your interest in being an Extension volunteer, your interest in gardening, as well as your knowledge, expertise and experience in related areas. Applicants may be called for an interview and will be asked to bring the $200.00 check made out to Hall County Extension at that time.

If selected, you will be notified by December 15, 2018. At that time, your check will be deposited. If you are not selected for the 2019 Georgia MGEV Training, your check will be shredded or mailed back to you per your instructions. Please return the completed application to:

Hall County Cooperative Extension ATTN: Josh Presley
734 East Crescent Drive – Suite 300
Gainesville, Georgia 30501

The Georgia Master Gardener® Program offers many opportunities to make new friends and enhance your horticultural expertise while becoming involved in fulfilling community service activities. We look forward to receiving your application. If you have any questions, please contact our office at 770-535-8293.

Sincerely,

Joshua Presley
Agriculture and Natural Resources Extension Agent
University of Georgia Extension- Hall County

UGA Cooperative Extension (Hall County Extension) offers its educational programs, assistance, and materials to all people without regard to race, ethnicity, national origin, color, sex, sexual orientation, religion, age, disability, or veteran status and is an Equal Opportunity/Affirmative Action organization. The University of Georgia Cooperative Extension is committed to providing access for people with disabilities and will provide reasonable accommodations if notified.
What is the Master Gardener Extension Volunteer Program?
The MGEV program is an educational community service program directed by the University of Georgia and county Extension offices. Just as Cooperative Extension helps extend the educational mission of UGA, Master Gardener Extension Volunteers help extend the educational mission of Cooperative Extension to homeowners, gardeners, and the community in each MGEV program participating county.

What do MGEVs do?
Master Gardener Extension Volunteers help educate homeowners and gardeners by answering their lawn and garden questions; diagnosing plant problems; recommending appropriate plants for specific growing conditions; and helping our community clients achieve satisfying results from their landscapes and gardens. MGEVs accomplish these goals by volunteering at the Master Gardener Help Desk; making site visits; giving presentations or lectures to the public; participating in annual public events, such as fairs, expos, and other Extension or Ask a Master Gardener events; teaching classes and workshops; and maintaining public gardens. MGEVs also get to play in the dirt at these demonstration and education gardens.

Who can be a Master Gardener Extension Volunteer?
The MGEV program is open to adults with an interest in gardening and natural resource conservation, and a commitment to educating the community about gardening through volunteer service.

How much time is involved in being a Master Gardener Extension Volunteer?
MGEV candidates must successfully complete a 42-hour training course, followed by a 12-month period during which they must contribute 50 hours of volunteer service to Hall County MGEV and Extension projects. After completing the coursework and first 50 hours of service, MGEVs must contribute at least 25 hours of service on approved Hall County MGEV and/or Extension projects each calendar year to remain active.

What are the benefits of being a Master Gardener Extension Volunteer?
MGEVs enjoy the satisfaction of helping to beautify the county, educating community members, and elevating the quality of life for Hall County residents. They also gain new friends, improve their gardening knowledge and skills, have opportunities for further training and advanced learning, and enjoy social gatherings of fellow MGEVs.

Where and when will Hall County Master Gardener Extension Volunteer training take place?
Training will take place at the Hall County Extension Office on Tuesdays and Thursdays from 9:30 AM to 12 PM beginning Tuesday, January 8th.

How can I apply?
Applications are available online at ugaextension.org/hall. Completed applications must be received in the Hall County Extension Office by November 30th. Late or incomplete applications will not be considered. Qualified applicants will be invited to interview with Extension personnel and Hall County MGEV project leaders.
Georgia Master Gardener Extension Volunteer
General Role Description (Trainee)

(Must be included as part of the volunteer application and Volunteer Agreement)

ROLE TITLE: Georgia Master Gardener Extension Volunteer Trainee
SUPERVISOR: Joshua Presley, Agriculture and Natural Resources Agent
LOCATION: Hall County Extension, 734 E. Crescent Dr., Gainesville, GA 30501

GOAL OF MASTER GARDENER PROGRAM:
The Master Gardener program in Georgia is a volunteer training program designed to help University of Georgia Cooperative Extension staff transfer research-based information about gardening and related subjects to the public by training home gardeners. Through this program, Cooperative Extension is able to reach out and serve more citizens with educational programming and demonstrations. Master Gardener Extension Volunteers complement, enhance, and support on-going Agriculture and Natural Resources educational programs using applied research and the resources of University of Georgia. The Georgia Master Gardener Extension Volunteer Program is a county-based volunteer program designed as an educational program delivery system and teaching resource to assist Cooperative Extension with the main goal of addressing community non-commercial, horticulture and gardening issues and needs.

VOLUNTEER QUALIFICATIONS:
• Available 92 hours in the first year for training and project implementation (25 hours each year thereafter)
• Interest in teaching Georgians about horticulture and gardening
• Basic knowledge of gardening and horticulture preferred
• Enthusiasm
• Ability to communicate with others
• Knowledge of community resources
• Previous volunteer experience a plus

VOLUNTEER RESPONSIBILITIES:
• Participate in appropriate orientation, training, planning, and evaluation sessions (completing the required 42 hours of classroom training before volunteering), and keep up-to-date on the latest horticulture information, including annual completion of Risk Management Training (RMT).
• Complete a University of Georgia Volunteer Agreement and background screening.
• Provide reliable, unbiased information in accordance with published Cooperative Extension resources.
• Promote awareness of Cooperative Extension.
• Maintain records of volunteer service, including hours volunteered, contributions, and results. Report records to the Agent, coordinator, or other supervisor as directed.
• Wear an official UGA Master Gardener Extension Volunteer nametag while volunteering on behalf of UGA.
• Exercise personal integrity as a volunteer.
• Uphold the policies and follow the procedures of the UGA CAES MG Extension Volunteer Program.
• Follow through with completion of educational programs/projects, communicating about problems and successes.
• Identify needs for training and participate as a team member of UGA CAES Extension.
• Participate in approved UGA Extension projects. Indicate on the attached sheet the projects/teams in which you are interested in volunteering.

TRAINING AND/OR RESOURCES TO BE PROVIDED:
• Master Gardener Extension Volunteer training sessions (42 hours)
• Periodic organizational/educational meetings
• Master Gardener Extension Volunteer reference manuals available for use in office
• Horticulture library in office
• Consultations with Cooperative Extension staff

TIME ESTIMATE:
• Master Gardener Extension Volunteer Training: 42 hours
• Volunteer Service: 50 hours (about 4-5 hours per month) minimum during the first year after training
• Periodic organizational/educational meetings: 1-2 hours per month

BENEFITS:
• Participate in training programs in all aspects of basic horticulture.
• Learn new skills and sharpen old ones.
• Meet and work with other individuals interested in horticulture.
• Receive basic program materials at minimal cost.

INTENT TO VOLUNTEER

I, ________________________________, commit to at least 42 hours of training and 50 hours of volunteer time as a UGA Master Gardener Extension Volunteer Trainee, following program policies and procedures, within one year of the date on this role description.

______________________________  ____________________
MGEV Trainee Date

______________________________  ____________________
Agent Date
The University of Georgia Cooperative Extension Volunteer Agreement

Thank you for agreeing to volunteer with the University of Georgia Cooperative Extension program. In signing this agreement you are confirming your acceptance for a volunteer role.

1. I agree to serve as a volunteer with UGA under the primary direction of [fill in county or unit name] Cooperative Extension. I understand that if my role involves supervising youth, I will be required to complete a UGA background check and that some duties may include additional training and orientation.

2. I agree that my participation in the activities is not in exchange for any consideration (e.g., pay, benefits, the promise of future employment). I acknowledge that, in exchange for my service as a volunteer, I have neither been promised any consideration nor do I expect to receive any consideration. I understand that additional duties may be assigned or specific duties expanded.

3. I agree that as a volunteer I am under the primary direction of the unit, county office or department but may be asked to participate in activities that include direction from others within Cooperative Extension and/or other departments in the University of Georgia.

4. I agree that, if approved to serve as a volunteer, I will not be acting as a UGA employee or student. I understand and agree that UGA and I both have the right to decline or end my volunteer relationship with UGA at any time, for any reason, and without advance notice.

5. I understand that UGA is self-insured through the Department of Administrative Services against state tort claims. This coverage is provided for volunteers in programs organized, controlled and directed by UGA for the purposes of carrying out the functions of UGA. **I UNDERSTAND THAT COVERAGE DOES NOT APPLY WHEN I DEVIATE FROM THE COURSE OF MY VOLUNTEER DUTIES.**

6. I understand that, as a volunteer, I will not be entitled to any employee benefits. I understand that UGA may not provide me with any accident, medical, or workers’ compensation insurance, and therefore may not be responsible for any accident or medical expenses that I incur in the course of volunteering. If I am an employee of the UGA serving as a volunteer, I understand that I am not covered by workers’ compensation laws while acting as a volunteer outside of my normal employment.

7. If I utilize my personal vehicle during the course of volunteering, I understand that UGA does not provide comprehensive or collision insurance for my personal vehicle.

8. I understand that if my volunteer service involves youth work, I am required to abide by the UGA Cooperative Extension Behavior Guidelines for Adults working with Youth and may be discharged from my duties as a volunteer should I fail to follow these expectations. These guidelines are printed on the reverse of this page and are initialed by me.

9. I understand that my participation as a volunteer may involve certain risks. In addition; I understand that I may be exposed to other risks which may not be foreseeable. I voluntarily accept these risks.

10. I agree to abide by all applicable rules and regulations of UGA and any of the department or units where I engage in volunteer activities. I also agree not to disclose any confidential information concerning youth program participants, research subjects, unpublished research data, and other confidential information of which I may learn in the course of my volunteer service. I acknowledge and agree that any intellectual property I may create in the course of my activities at UGA shall be the property of UGA.

11. I understand that as a volunteer I must self-report any arrest, charge, or criminal conviction occurring after the date of my background check to my program/activity administrator prior to returning for service.

12. I hereby grant permission for my images, likeness, and voice to be recorded in any media and to be used by the University of Georgia and Georgia 4-H on behalf of the Board of Regents of the University System of Georgia in any publications, media or technology now known of or hereafter developed in the future for any lawful purpose whatsoever without further permission from me. I understand I will not be compensated further for use of these recordings.

Volunteer’s Signature ___________________________ Date ________________________

Volunteer’s Printed Name ___________________________ Volunteer’s Phone # ___________________________

Volunteer’s Address ___________________________ Volunteer’s Email Address ___________________________

Extension Faculty Printed Name Joshua Presley Primary Extension Office location HALL

Extension Faculty Signature Joshua Presley Date August 10, 2018
Adult Behavior Guidelines when Working with Youth

The University of Georgia Cooperative Extension program establishes the following guidelines for adults working with youth in programming. These are general behavioral expectations for any adult including both paid staff and volunteers working or volunteering in a capacity which includes working with children under the age of eighteen and/or youth considered program participants.

Adults are expected to:

- Work cooperatively with youth, families, University of Georgia faculty, staff, volunteers, community members and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model.
- Represent the University of Georgia College of Agricultural and Environmental Sciences’ Cooperative Extension programs with pride and dignity, behave appropriately, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Respect, adhere, and enforce the 4-H Code of Conduct as well as other rules, policies and guidelines established by UGA Extension and event coordinators including state laws and regulations.
- Recognize that physical punishment is not an appropriate form of discipline and will not be allowed. Physical punishment includes physical actions that may not be expected of an individual during the program and are assigned to a young person as a consequence for misbehavior.
- Recognize that verbal abuse, physical abuse, or committing criminal acts may be grounds for termination as an Extension volunteer. Abusive behavior towards youth or other adults including failure to provide adequate health and safety measures, inadequate care or supervision, emotional mistreatment of members, or verbal or physical abuse will not be tolerated.
- Under Georgia law, report any mistreatment of youth to the proper authorities. Adults should immediately contact the person coordinating the Extension program/event, UGA Police, and the Division of Family and Children services if the adult believes a child is being abused. Failure to report child abuse is grounds for criminal charges.
- Comply with equal opportunity and anti-discrimination laws and policies. The University of Georgia prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status.
- Treat animals humanely and encourage youth and adults to provide appropriate and ethical care.
- Strive for a minimum of two adults at any activity involving youth. Adults, in most cases, should not be left alone with a single child unless the adult is the parent/guardian of that child.
- To be housed in overnight settings in separate sleeping areas from children when possible. When this is not possible, parent/guardians should be furnished a letter explaining the situation and informing the parent/guardian that his/her child will be housed with an adult in the same room.
- Under no circumstances, to condone others use of or personally consume, or be under the influence of, or demonstrate any impairment from alcoholic beverages or illegal drugs/controlled substances during Extension youth programs, events and/or activities.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner.
- Accept responsibility to promote, conduct, and support 4-H in order to develop an effective local, county, district and state program.
- Recognize the following behaviors are inappropriate and will not be tolerated in the presence of youth during Extension youth activities or events:
  - consumption of alcohol, illegal drugs, and controlled substances
  - promotion of religious or political preferences
  - theft, pilfering, or fraud
  - use of tobacco products and e-cigarettes
  - sexual advances or activities involving youth
  - willful damaging of property
  - permitting passengers to ride in motor vehicles without seatbelts
  - permitting youth or adults to ride in the back of trucks
  - behaviors that are illegal under law

Revised 05/2017

I have reviewed and understand the Adult Behavior Guidelines.

Volunteer’s Initials  Date
SCREENING APPLICATION

Last Name: ____________________________ First Name: ____________________________ Middle: _________________

Address: _________________________________________________________________________________________

City: __________________________________________ State: _______ Zip: __________________

Information Collected for Reporting Purposes Only:

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<tr>
<th>Birthdate:</th>
<th>Gender:</th>
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Race (select all that apply):
- ___ White
- ___ African American or Black
- ___ American Indian or Alaskan Native
- ___ Asian
- ___ Native Hawaiian or Other Pacific Islander

Residence (select one):
- ___ Farm
- ___ Suburban (50,000+)
- ___ Rural (Under 10,000)
- ___ City (50,000+)
- ___ Town (10,000 – 50,000)

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<th>Residence (select one):</th>
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<tr>
<td>Check all that apply:</td>
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<td>___ Hispanic or Latino</td>
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<tr>
<td>___ Military Family</td>
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Contact Information:

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<tr>
<th>Phone:</th>
<th>Work Phone:</th>
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<tr>
<td>Cell Phone:</td>
<td>Email:</td>
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References: Provide 3 references who are not immediate family members and who reside outside of your home address. They should be familiar with your skills and abilities related to potential duties associated with volunteering. Local CAES or Extension staff should not serve as references.

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<thead>
<tr>
<th>Name of Reference:</th>
<th>Title:</th>
<th>Company:</th>
<th>Phone No:</th>
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<td>Address:</td>
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<td>How do you know this reference?</td>
<td>How long have you known this reference?</td>
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<td>How do you know this reference?</td>
<td>How long have you known this reference?</td>
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Thank you for your interest in serving with UGA CAES and Extension! Please look over your application prior to submitting it to your local office to ensure you are leaving no required boxes or blanks empty.

09/23/2016
As a Hall County resident, I wish to be considered for the Master Gardener Training Program. I understand that I am required to attend at least 80% of the training sessions (2 excused absences allowed). I must also receive passing grades of 70% on the midterm and final exams.

In order to receive Master Gardener certification, I agree to complete a minimum of 50 volunteer hours from an approved Master Gardener project/activity list in my county, 30 hours of which will be required by my County Extension office and can include telephone duty, answering clients' questions, computer work, research, copying, etc. during normal business hours from 8:30-12:30 and 12:30-4:30 Monday through Friday. The other 20 hours will be volunteering with other Hall County Master Gardener Extension Volunteers at our approved projects. I agree to maintain and turn in to my County Extension office a monthly record of my volunteer hours, contacts and mileage for verification of service, as well as a yearly summary of volunteer hours. **To continue to remain certified in subsequent years, I must complete 25 hours of service annually from the approved educational project/activity list in my County.**

I understand that the fee for the 2019 classes is $200.00 and that a check made out to "Hall County Extension" is required if I am called in for an interview. If I am not selected for the 2019 training, my check will be returned to me. I understand that there will be no refunds given after December 31, 2018. This fee covers basic program costs including a badge, class supplies, guest speaker honorariums, the *Georgia Master Gardener Handbook* and other supplemental references. This fee does not include lunch; therefore, I will be responsible for bringing my own lunch for the lunch break at each class.

UGA Extension and the University of Georgia College of Agricultural and Environmental Sciences offers educational programs, assistance and materials to all people without regard to race, color, national origin, age, sex or disability.

I understand that the Georgia Master Gardener® status is acquired only after successful completion of the volunteer training program and completing my 50 hours of volunteer service. I agree I will not use the Georgia Master Gardener® title for any commercial publicity or private business purposes. Participating in a commercial activity, associating with commercial products, or giving implied Master Gardener, UGA, or UGA Extension endorsements to any product or place of business is in violation of the Georgia Master Gardener® program policy. I acknowledge that I have read the above guidelines and will abide by them.

_________________________________  ____________________________
Signature of Applicant            Date
2019 MASTER GARDENER EXTENSION VOLUNTEER PROGRAM APPLICATION

Name: ___________________________ Date of Application: ___________________ County: ______________

Preferred Method of Contact (if accepted) phone/email: ________________________________

What are your present occupation and/or family responsibilities? Describe your time constraints. Please include your hours and days of work. Would you be available on nights or weekends?

Please indicate times available to do volunteer work:

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<td>8am-12pm</td>
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Below rate your preference for kinds of volunteer work (1 least preferred; 5 most preferred):

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<tr>
<td>Telephone/office work at County Extension office</td>
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<td>Teaching small groups</td>
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<tr>
<td>Teaching large groups</td>
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<td>Teaching children/teens</td>
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<td>Teaching adults/senior citizens</td>
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<td>Teaching persons w/disabilities &amp; special needs</td>
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<td>Newsletter editing/layout</td>
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<td>Writing articles for newsletter/newspaper</td>
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<td>Public relations/publicity</td>
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<td>Working on community landscape projects</td>
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<td>Photographing plants/horticultural activities</td>
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Please list any previous volunteer work you have done. Specify organization, type of work and dates:

What is your previous professional history?

If accepted into the Master Gardener Program, what is your greatest area of gardening interest and how would you like to translate that into education and outreach as an Extension volunteer?
What do you consider to be your strengths? Please check all that apply:

- [ ] Vegetable gardening
- [ ] Flower gardening
- [ ] Herb gardening
- [ ] Trees/shrubs
- [ ] Native plants
- [ ] Wildlife gardening
- [ ] Houseplants
- [ ] Lawns & turf grass
- [ ] Plant Propagation
- [ ] Landscape design
- [ ] Diseases/insects
- [ ] Water conservation gardening
- [ ] Speaking to groups on gardening
- [ ] Writing articles on gardening
- [ ] Photography
- [ ] Ornamental ponds
- [ ] Community gardens
- [ ] Greenhouse production

Please list any other volunteer group affiliations and how long you have been involved: (i.e. garden clubs, professional or hobby associations, plant specialty societies, civic clubs, etc.)

What horticultural experience or training have you had? (credit or non-credit courses, workshops, etc.)

How long have you been a gardener?

Why do you wish to become a Master Gardener?

What are some ways you can see yourself volunteering as a Master Gardener in our community?

Do you possess any of the following skills or expertise that could help us strengthen our program? Please describe your experience with any of the following:

- Writing
- Public Speaking/Teaching
- Computers/Technology
- Organizing events or projects
- Organizing people
- Advertising and public relations
- Fundraising
- Other (Be Creative)
REFERENCE CHECK FOR VOLUNTEERS

Written Reference

__________________________ is applying to serve as a volunteer with University of Georgia Extension in Hall County. The UGA Extension Service needs your assistance in selecting the most qualified individuals to serve in volunteer roles. Please return this reference form to our office at:

UGA Extension- Hall County

ATTN: Joshua Presley

734 East Crescent Dr., Suite 300

Gainesville, Georgia 30501

1. To your knowledge, does this applicant have a history of volunteering in their community?

2. To your knowledge, does the applicant have knowledge and a general appreciation for horticulture and gardening?

3. To your knowledge, has the applicant ever been terminated from any volunteer service?

4. To your knowledge, is there a reason why this applicant should not serve as a Hall County Master Gardener Extension Volunteer?

Any additional comments can be added to the back of this form.

This reference must be signed and dated.

Name__________________________ Date________________________

Address________________________________________________________________________

Phone __________________________ Email ___________________________________________

Relationship to Volunteer Applicant________________________________________________
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Name________________________________________ Date_______________________

Address____________________________________________________________________

Phone_____________________________ Email____________________________________

Relationship to Volunteer Applicant_____________________________________________________


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Phone __________________________ Email ______________________________
Relationship to Volunteer Applicant______________________________________________________________