

## Master Gardener Training Application Instructions

There are 3 parts to this application in the following pages.

- Part 1. Background Information
- Part 2. Personal Statement
- Part 3. Reference Letter

Applications will be reviewed starting on November 1, for entry into the program offered the following year. The Master Gardener Training typically runs 16 weeks from March to early June.

Please print the Master Gardener (MG) Training Application documents and letter of reference. Collect all documents before you submit.

Submit the application in **2 modes**...via the US mail **AND** electronic submission. *Your application will be considered only when received in **both** formats.*

1. **via US mail** to Roxanne Zimmer, CCE Suffolk- Master Gardener Program, 423 Griffing Avenue, Riverhead 11901

**AND**

2. **via email.** Scan pages and attach documents to your email. (Photos of text pages are hard to read.) The email SUBJECT LINE should include LAST name FIRST name and class year MGT2033  
For example: Johnson Mary MGT2033

Please send to the following email address: **[mgvsuffolk@cornell.edu](mailto:mgvsuffolk@cornell.edu)**

No hand deliveries, please.

*If you are also applying for a scholarship, include that form with your application. Access and experience with underserved communities, as well as fluent bilingual skills, are a plus.*

### NOTES

Course applicants will be **interviewed** as part of acceptance consideration. A successful background check is required.

No fees should be submitted now.

*(Course fees of \$550...\$425 course fee plus \$125 refundable deposit if 125 volunteer hours are met within the first two years of course completion... are due after an interview and successful background check.)*

Ongoing health considerations will be monitored for class gatherings. We will meet in person for some course content, field trips, workshops and other activities. Please note that Master Gardener Training relies primarily on an electronic 'classroom' for accessing course lectures and resources. Although not required, previous online learning will be an asset. Access to a computer or a laptop is suggested.

Any questions? Please send to me at [mgvsuffolk@cornell.edu](mailto:mgvsuffolk@cornell.edu)

A handwritten signature in black ink, appearing to read 'Roxanne Zimmer', with a stylized, flowing script.

Roxanne Zimmer  
Community Horticulture  
Cornell Cooperative Extension, Suffolk County.

## Master Gardener Application **Part 1** Background information

*(Please read INSTRUCTION pages)*

*If preferred, you may use a separate sheet of paper for answers 1-5 below.*

Name:

Address:

Phone:

Email:

1. Describe your occupational background. If currently employed, what is the flexibility of your schedule?  
Full Time, Part Time, Flexible work schedule
2. Level of education completed.
3. List any training or experience in gardening and/or horticulture.
4. Mention any horticultural group affiliations.
5. Engagement or Accommodations. Given expectations of Master Gardener volunteering, describe preference for future volunteer activity, given any considerations. (physical or sensory considerations)
6. Have you ever been convicted of a criminal offense other than a minor traffic violation?  
\_\_\_\_\_ No \_\_\_\_\_ Yes (If yes) Date(s)

**NOTE:** *A criminal record will not necessarily bar an applicant. A criminal record will be considered as it relates to the requirements of the volunteer position for which you have expressed an interest.*

I affirm that the statements made on this application are true. I understand that misrepresentation or omission of facts requested is cause for my non-appointment or removal as a future Cornell Cooperative Extension volunteer. If accepted for Master Gardener Training, I authorize Cornell Cooperative Extension of Suffolk County to obtain from all persons, including those not named here, and/or agencies any records, documents, and other information relative to my suitability to perform the duties of a volunteer position. A criminal background check including a sexual offender search will be made. I further release all parties supplying said information from all liability and responsibility arising from their supplying said information. I understand and agree that the Master Gardener Training at CCE for which I am applying, is without compensation or benefits of any kind. I further understand that Master Gardener application does not constitute a contract (either expressed or implied) of employment between myself and CCE. I further understand and agree that if I am offered and accept a volunteer position at CCE, either I or CCE, may terminate the volunteer relationship at any time for any reason or for no particular reason or cause. CCE reserves the right to determine and change its policies and procedures applicable to volunteers at any time for any reason. I understand and agree that any future volunteer position is contingent upon, among other things, my signing the CCE Association Volunteer Agreement and acceptance of the provisions of the CCE Association Volunteer Code of Conduct.

**Signature**

**Date**

## Master Gardener Application: **PART 2** Personal Statement

*Whether in California, North Carolina or New York, the purpose of the Master Gardener Program is the same. The Master Gardener Program identifies those who want more gardening insights so they can be “multipliers” actively spread best gardening practices to the community. Although it’s always a pleasure to teach interested gardeners more about gardening, Master Gardener Training is designed expressly to enable Master Gardeners to share these practices as active and engaged community volunteers with others in their community.*

Please address the following in your personal statement. If preferred, you may use a separate sheet of paper.

1. Why are you interested in Master Gardening Training?
2. Describe prior and current volunteer experience of any kind including the nature of activity and the approximate time commitment per month.
3. **Where** would you like to volunteer? Look at the list of some Suffolk Master Gardener volunteer sites/activities at the end of this document. Identify three of possible interest to you. (Plenty of Suffolk places are not on this list. Identify one of those if you prefer.) And **why** are these places of interest?
4. Cornell Cooperative Extension (CCE) Suffolk requires 125 hours of volunteer service in the first two years after training and then 30 hours per year thereafter to remain an active Master Gardener. Given your current schedule, what days of the week are likely available to satisfy the first 125 hour requirement?

Location	Name
Bay Shore	Sagtikos Manor House
Bellport	Lighthouse Mission Headquarters in Bellport
Bellport	Chris Hobson & Bill Neal Community Garden
Bridgehampton	Good Shepherd Farm
Centereach	Hobbs Farm
Centerport	Vanderbilt Estate ornamental and vegetable gardens
East Hampton	East End Community Organic Farm (EECO Farm)
Great River	Bayard Cutting Arboretum Conservation Garden
Great River	Long Island Dahlia Society
Greenport	North Fork Audubon Society Rain Garden and Trails
Hampton Bays	Good Grounds Community Garden
Brentwood	Long Island Native Plant Initiative
Islip	Project Bloom
Mastic Beach	Grace Lutheran Church Community Garden
Mattituck	Mattituck Train Station
Medford	Medford 9/11 & Water Conservation Garden at Train Station
Stony Brook	Ward Melville Heritage Organization
Mt. Sinai	Mt. Sinai Heritage Park
Northport	Scudder Park & Veteran’s Hospital Therapeutic Gardening
Peconic	Peconic Dunes 4H Camp
Riverhead	CCE Office 423 Griffing Ave
Riverhead	LIHREC
Riverhead	Roanoke Avenue Elementary School
Jamesport	Hallockville Museum Farm
Cornell Extension	Spring Gardening School
Cornell Extension	Master Gardener Recordkeeping, Social Media, Event Planning
Cornell Extension	Annual Plant Sale and other fundraisers
Cornell Extension	Teaching Assistant: Joy of Gardening or Master Gardener Training
Cornell Extension	Speakers’ Bureau. Presenting garden programs to libraries or garden clubs
Cornell Extension	Info sharing at CCE Booths at Community Events
Sayville	Maritime Museum
Sayville	Meadowcroft
Sayville	9/11 Memorial Gardens
Sayville	Common Ground
Smithtown	Sweetbriar Nature Center
Smithtown	Smithtown Historical Society
S Huntington	Gateway Community Garden
Yaphank	Herb Garden at Suffolk County Farm
Yaphank	Suffolk County Farm Children's Garden-Summer Camp Program
Yaphank	SCF Children's Garden-Maintenance

## Master Gardener Application: **PART 3** Reference Letter

Provide a letter of reference from someone who has knowledge of your ability to work with others.

This document is likely to be on letterhead from the company or organization represented. Please include with your application.

# Cornell Cooperative Extension Suffolk County

## Master Gardener Training Scholarship Application form

Our scholarship program is intended to provide equal opportunity, to diversify our volunteer base and enable us to more effectively serve Suffolk communities. Scholarships (valued at \$550) will be awarded to selected individuals who well represent diverse and underserved communities. Those who receive scholarships will be responsible for a \$50 registration fee. Please identify your experience in underserved communities in your application. Also **include the scholarship form with your Master Gardener Training Application.**

**SCHOLARSHIP APPLICATIONS ARE DUE BY December 31 or SOONER if the course closes.**

- 
- Name\*  
 First  Last
- Address  
 Street Address  Address Line 2  City  State  ZIP Code
- Email\*  
 Enter Email  Confirm Email
- Phone

## Scholarship eligibility

- 1. **Demonstrated financial need.** Scholarship recipient's annual income should not exceed amount shown below.

Maximum Annual Income	NY State Median Income FY18				
Less than \$58,450	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Yes	No				

- 2. Recipient from under-represented populations

(Please check all that apply)

- ☐ African American
- ☐ Asian

- ☐ Hispanic
- ☐ Native American
- ☐ Pacific Islander
- ☐ 2 or more races
- ☐ Other

- I request a CCE Suffolk Master Gardener Training scholarship. I certify my eligibility (please initial below) based on the above requirements. I understand that I am responsible for paying a registration fee of \$50 to secure my place in the upcoming CCE Suffolk Master Gardener Training Class.

## Scholarship application requirements

- 1. If accepted in the Cornell Suffolk Master Gardener Training, I am committed to completing the Master Gardener certification requirements including 125 hours of community service within two years after training completion by volunteering in diverse and underserved communities.

(please initial)

- 2. In your **Application Part Two Personal statement**, please address your commitment to volunteerism and public education **in serving diverse or underserved communities**. Include information about each of the following in the personal statement:
  - a. **Volunteer History:** What types of volunteer activities have you participated in within diverse or underserved communities? Bi-lingual experience is a plus.
  - b. **Volunteer Interest:** How might a Master Gardener serve this community?
  - c. **Volunteer Reflection:** What did you gain from prior experiences in underserved communities?