

Purdue Master Gardener Program Policies

Purpose: The Purdue Master Gardener Program, sponsored by the Purdue University Cooperative Extension Service, is a volunteer training program designed to meet the gardening information needs of the community. The purpose is to teach people more about growing plants and to more effectively extend information related to plants. Its specific aim is to provide information and technical assistance in the areas of gardening and home horticulture through the use of trained and certified volunteers.

To become certified as a Master Gardener, participants must complete the training program, pass an examination administered by the local Cooperative Extension Educator, and volunteer a minimum of 35 hours, representing the Purdue Master Gardener Program. After completing the training program and passing the final examination, participants will be recognized as Master Gardener **Interns** until completion of the volunteer commitment.

Training: The training program will cover a broad spectrum of horticultural topics including plant and soil science; disease, insect and weed identification; and culture of horticultural plants. Core training will be held during a 2-3 month period, during the day or evening with each class lasting three to four hours, in accordance with local needs. Instructors will usually be county Educators and state specialists of the Purdue Cooperative Extension Service. Other experts will be utilized when appropriate. Participants are expected to participate in every session.

Examinations: Weekly quizzes or homework problems will be assigned at each class. At the end of the training period, participants must pass a final examination administered by the local Extension coordinator, with a minimum score of 70 percent. Those scoring below 70% may reapply for future Master Gardener training programs.

Fees: A fee is charged to cover the cost of the supplies and literature you will receive during training. Your Extension Educator will inform you of the cost. This literature then becomes part of your personal library.

Volunteer Commitment: The type of volunteer work performed is based on a mutual decision of the local Cooperative Extension Educator in charge and the Master Gardener Intern. Specific locations for the performance of the volunteer work are determined locally and should reflect local needs. The intent of the program is to extend unbiased information to the public while utilizing community resources. Work performed for the Cooperative Extension Service is free and voluntary, however, Master Gardeners may accept reimbursement of personal travel expenses and/or they may accept a donation to their local Master Gardener Association or Group fund. Participants may not be paid for their volunteer work nor shall efforts conducted for their place of employment as a part of their job responsibilities be considered as volunteer service to Purdue University Extension Service.

During volunteer service, additional training, coaching, and technical assistance is provided by the local county Educator coordinator as well as veteran volunteers. Master Gardeners are provided Cooperative Extension publications and should encourage clientele to obtain copies of available publications. Purdue Master Gardeners are expected to follow certain Adult Behavioral Guidelines.

Master Gardener Certification: Upon completion of the volunteer commitment of at least 35 hours, Interns will receive a certificate from Purdue University through their local program coordinator verifying that the participant has completed the requirements of the Master Gardener Program.

Active Status: Once an individual has completed the necessary requirements and is certified as a Master Gardener, this does not mean he/she is a Master Gardener for life. Master Gardeners must recertify each year to remain on the “active” list and maintain the Master Gardener title.

Master Gardener Recertification is achieved by fulfilling the following requirements:

1. Donating a minimum of twelve (12) hours of volunteer service each year, and
2. Completing a minimum of six (6) hours Educational Training through any of the following options:
 - Participation in State, Regional, National, or International Master Gardener Conferences.
 - Participation in county-sponsored advanced training sessions.
 - Participation in any other programs approved by the local Program Coordinator.

Advanced Master Gardener Certification: Once a Master Gardener has fulfilled their commitment of volunteer hours, they are eligible to work towards Advanced Master Gardener Certification. State Guidelines for advanced certification require at least ten hours of approved additional instruction as well as a minimum of an additional 25 hours of volunteer service. Other levels of Advanced Master Gardener status include Bronze, Silver, and Gold. Gold level Advanced Master Gardeners will be recognized at the Annual Master Gardener Conference.

Minimum Certification Requirements:

Award	Cumulative Volunteer Hours	Cumulative Educational Training Hours
Master Gardener	35	35
Advanced Master Gardener	60	45
Bronze	200	60
Silver	500	75
Gold	1000	100

Use of Title: The title "Purdue Master Gardener" (formerly "Indiana Master Gardener") is to be used exclusively in the Purdue Extension Volunteer Master Gardener Program and not for commercial purposes. Participants are expected to identify themselves as Master Gardener representatives of Purdue only when performing volunteer work approved by their local coordinator. However, the training, experience, and certification gained by an individual in the Master Gardener Program may rightfully be included in your personal resume and we encourage you to do so when seeking employment. Certificates and badges may not be displayed at places of business nor can the Master Gardener designation be used in advertisements for a business except where the Master Gardener program is sponsoring an educational program approved by the local coordinator.

Use of Logo: The logo below is the official logo for the Purdue Master Gardener Program. The logo may be used in either black and white or dark green (Pantone Green 342 CVU) and cream (4545 CVU). "Master Gardener" font is ITC Leawood and "Purdue & Program" font is Berliner Grotesk. The logo should not be revised in any manner other than adjusting the size. "Helping Others Grow" and/or a county name or association name may be added to it (above or below).

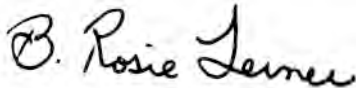
Purdue Master Gardener apparel and marketing items are made available through the State Coordinator's office on a limited basis. Vendors using the Purdue Master Gardener Program logo should be licensed through Purdue University and be in compliance with Purdue's marketing guidelines. Please contact the office of the MG State Coordinator for specific questions regarding the use of the Purdue Master Gardener Program logo on apparel and marketing items.



Recommendations: As Master Gardeners and Interns, your goal is to provide non-biased information to the general public with no intended endorsement of specific products, companies, or services. Master Gardeners are to make recommendations only in the area of home horticulture. Master Gardeners should follow published Purdue recommendations when giving pesticide (insecticide, herbicide, fungicide) recommendations (see Pest Management Information Policy). Questions related to cultural practices and problems not specifically covered by Purdue recommendations should be referred to the local Cooperative Extension office. Questions concerning commercial crops or plants are also to be referred to the local Educator.

Note: The Master Gardener Volunteer Agreement below simply restates the policies concerning the use of the Purdue Master Gardener title. Please read and sign the form and return it to your local program coordinator signifying that you understand and agree to these policies.

Your work is greatly appreciated by the Purdue University Cooperative Extension Service and your local area gardeners who will benefit by your efforts.



B. Rosie Lerner,
Master Gardener State Coordinator
Purdue University
625 Agriculture Mall Drive
West Lafayette, IN 47907 -2010
<http://www.hort.purdue.edu/mg/>



MASTER GARDENER VOLUNTEER AGREEMENT

I understand that the title "Purdue Master Gardener" is to be used exclusively in the Purdue University Cooperative Extension Service Master Gardener Program. Master Gardeners are expected to identify themselves as such only when engaged in unpaid public service work in an Extension-approved program. Appearing as a commercial activity, endorsement of commercial products, or giving implied Purdue University endorsement of any product or place of business is improper.

✍ Master Gardener's Signature

(Please sign and return this form to your local county Educator.)

RESOURCES

Web Sites

Purdue Master Gardener Program

<http://www.hort.purdue.edu/mg/>

Purdue Consumer Horticulture

<http://www.hort.purdue.edu/ext/>

Purdue Plant & Pest Diagnostic Laboratory

<http://www.ppdl.purdue.edu/ppdl/>

Purdue Extension's Education Store

<https://secure.agriculture.purdue.edu/store/>

Submit Plant and/or Pest Samples for diagnosis or identification to the Plant and Pest Diagnostic Laboratory at Purdue University. When submitting a sample, include sample submission form PPD-1 (available from Extension Office or via www.ppdl.purdue.edu) and a check for \$11 payable to Purdue University to:

Plant and Pest Diagnostic Laboratory
LSPS-Room 101, Purdue University
915 W. State Street
West Lafayette, IN 47907-2054
(765) 494-7071 FAX (765) 494-3958
<http://www.ppdl.purdue.edu>

Audio-Visuals

Master Gardeners are encouraged to use prepared audio-visual material available from their local county Extension Educator. Some videos and CD-ROMs are available for purchase via the Media Distribution Center.

SAMPLE POSITION DESCRIPTION

Title: Purdue Master Gardener

Objective: To extend Purdue University Cooperative Extension's educational programs in the area of home horticulture through the use of trained volunteers.

Brief Description of the Position:

Cooperates with and assists county Extension staff, answers questions and inquiries by telephone, clinics, demonstrations and/or workshops for the general public on gardening, trees, shrubs, lawns, plants, insects, and related topics.

Assists in preparation of educational resources including mass media materials and in preparation and presentation of home horticulture classes.

Keeps appropriate records and reports volunteer activities as requested by the program coordinator.

Requirements:

Available to participate in intensive training program.

Available to devote a minimum of 35 hours of volunteer service.

Willingness to develop knowledge and skills in ornamental horticulture, home food gardening and related areas.

Able to effectively communicate with public by telephone, personal contact, group contact or written language.

Supervision:

The Extension Educator in charge of the Master Gardener Program provides supervision and support to the volunteer Master Gardener.

The Educator will review or approve work for suitability for volunteer credit.

The Educator will provide for in-service training for volunteers.

The Educator will provide workspace, telephone and other needed support if possible.

The Educator will provide information on continuing education opportunities.