

May 2015

Dear Friend:

Thank you for expressing an interest in the Rutgers Master Gardener Program of Union County. Enclosed are two application forms, information about the program, and the course requirements.

The purpose of the Rutgers Master Gardener Program is to train Union County residents to become volunteer Master Gardeners. Applicants who are accepted into the program receive in-depth and hands-on training in horticulture from Rutgers, The State University faculty and professional staff. In exchange for the training, applicants agree to make a commitment to provide 60 hours of volunteer service working in their community in one of the many approved volunteer gardening committees within a 12—18 month period. Successful graduates become Certified Rutgers Master Gardeners upon completion of their volunteer commitment.

Our goal is to build a strong, involved, and active Master Gardener Program. Our members consist of people who believe in our volunteer mission and have the desire to enhance this program. At the same time, the program helps build a network of educated, committed and experienced volunteers who enjoy the rewards of gardening through volunteering, education and experiencing the benefits of meeting new friends and socializing as well.

I look forward to your success in the Master Gardener Program. If you feel you need more information regarding this program please feel free to call the RCE Office at 908-654-9854.

**County Board  
of Chosen  
Freeholders**

Mohamed S. Jalloh  
*Chairman*  
Bruce H. Bergen  
*Vice Chairman*  
Linda Carter  
Angel G. Estrada  
Sergio Granados  
Christopher Hudak  
Bette Jane Kowalski  
Alexander Mirabella  
Vernell Wright

Sincerely,



**Madeline Flahive DiNardo**  
**County Agricultural Agent**  
**Enclosures**

MFD/jl



Classes will be held on Tuesday Mornings  
From 10AM - 12:30PM  
Classes will be held in the  
Rutgers Meeting Room located on the 2<sup>nd</sup>  
floor of

The Union County Colleen Fraser Building  
300 North Ave East  
Westfield, NJ

**The Class of 2016 will begin on  
Tuesday, October 13, 2015 and run through  
May 2016**

**Upon acceptance to the program -**

A \$175.00 materials fee will be due along  
with your signed volunteer agreement  
form. The fee covers the cost of all  
textbooks, notebooks, and class materials.

**All applications are due in the Extension  
Office by  
September 1, 2015**

Acceptance letters will be sent out the week  
of September 7, 2015

**Some topics that will be presented by the  
Rutgers Cooperative Extension staff and  
faculty are:**

- Basic Botany
- Entomology
- Flower Gardening
- Integrated Pest Management
- Pesticide Safety
- Plant Pathology
- Soil Testing & Fertilizers
- Tree Pruning and Maintenance
- Turf Management
- Vegetable Gardening
- Wildlife Management



Join any of the exciting committees  
that offer educational services to  
the county residents.

**VOLUNTEER  
OPPORTUNITIES**

Union County Master Gardener  
Program

- Arts & Crafts
- Children's Programs
- Continuing Ed Programs
- Community Projects
- Environmental Projects
- Gardening Preservation
- Demonstration Garden
- Cutting Garden
- Herb Garden
- Sharing Garden
- Executive Board
- Grants
- Garden Helpline Staff
- Introduction to Horticultural Therapy
- Publicity
- Speakers Bureau
- The Spring Garden Fair
- Street Tree Inventory
- Sunshine

*The programs are educational  
in nature and may involve  
environmental improvements,  
therapeutic gardening,  
community and school  
gardening projects, or other  
programs according to need.*

**2015-2016 MASTER GARDENER COURSE**  
**Rutgers Cooperative Extension of Union County**  
**300 North Avenue, East**  
**Westfield, NJ 07090**  
**908-654-9854**

**APPLICATION PROCESS:** Twenty-five applicants may be accepted into the program.

The deadline for submitting the applications is September 1, 2015. In Union County, we are requesting an additional application for our files so that we may get to know you better.

Send your application forms to: **Rutgers Cooperative Extension of Union County**  
**Master Gardener Program**  
**300 North Avenue East, Westfield, N.J. 07090.**

**PLEASE COMPLETE & SIGN BOTH SIDES OF THE RUTGERS NJAES APPLICATION**  
**AND THE RUTGERS COOPERATIVE EXTENSION OF UNION COUNTY**  
**APPLICATION FORMS**

\*\*\*\*\*UNION COUNTY DOES NOT REQUIRE REFERENCES\*\*\*\*\*

**VOLUNTEER COMMITMENT:** All students enrolled in the program are expected to provide a minimum of 60 hours of volunteer service by participating in approved Rutgers Cooperative Extension volunteer activities within a 12 – 18 month period. We ask that ten (10) hours of your 60-hour requirement be spent working in the Master Gardener Demonstration Garden located in the Watchung Reservation.

**ACCEPTANCE PROCESS:**

**You will receive notice of your acceptance the week of September 7th, 2015.**

Upon acceptance into the program, you will receive a copy of the RCE Master Gardener Policy and a volunteer agreement form. A material fee of \$175.00 will be due, (at that time) along with your signed agreement form. The material fee will cover the cost of all training manuals, textbooks and publications, and a home garden Soil Testing Kit.

**COURSE REQUIREMENTS:**

The requirements for graduation are:

- Participate in at least six hours of volunteer activities by graduation May 2016.
- Students are expected to attend all classes, IN THE EVENT a session must be missed, it is the student's responsibility to complete a self-study of that presentation. Other options will be explained and discussed on the first day of class.
- Pass an open book final exam.
- Complete two hours of "Garden Helpline" office training.
- Complete class assignments.
- Plan to work on the Master Gardener Spring Fair. Volunteer assistance is needed for preparation of the fair that is held on the first Sunday after Mother's Day every year.
- Complete any other volunteer training required by Rutgers University.

**RUTGERS COOPERATIVE EXTENSION OF UNION COUNTY  
MASTER GARDENER COURSE APPLICATION**



**PLEASE PRINT: (Applications are due by September 1, 2015)**

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**E-Mail** \_\_\_\_\_ **Occupation:** \_\_\_\_\_

**In Case of Emergency, Please Contact:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Hobbies:** \_\_\_\_\_

**Skills: (Artwork, Computers, Gardening, Public Speaking, Knowledge of Quick Books Software) etc.**

**How did you learn of the Master Gardener Program?**

As a Rutgers Union County Master Gardener, you are committing to complete at least 60 hours of volunteer service to the Master Gardener Program within a 12-18 month period of enrollment in the program. After completing the course, **ten (10) of the 60 hours are to be spent working in the Master Gardener Demonstration Garden in Watchung Reservation.**

The Master Gardeners of Union County operate a telephone Garden Helpline for county residents to call in with gardening questions and problems. As a Master Gardener Student, you will be required to complete "Helpline" training and work a 2-hour shift on the Garden Helpline with an experienced "Helpliner." The Helpline office is located in the Extension Office. The Helpline operates during the day.

Students will design an Integrated Pest Management Plan for their own home.

***COMPLETE and sign the back of this application***

*Another requirement for graduation is to serve at least six hours on a Master Gardener Committee (before graduation).* You may serve on several committees. You will have an opportunity to meet the committee chairs and learn more about their activities during a class session early in the program.

The following is the list of MG committees in Union County

**“CHECK THE COMMITTEES THAT YOU MAY BE INTERESTED IN SERVING”**

**\*\*\*\*\* BE SURE TO COMPLETE THIS SECTION AND SIGN THE APPLICATION\*\*\*\*\***

- ARTS & CRAFTS:** Create items for the Master Gardener Spring Garden Fair and other events.
- CHILDREN’S PROGRAMS:** events held at the Demonstration Garden at Trailside for visiting camps and scout troops.
- CONTINUING EDUCATION COMMITTEE:**
  - Program:** Make arrangements for speakers for the MG monthly meetings.
  - Summer Events:** Arrange programs for Master Gardeners such as: Yoga in the Garden, planting techniques, cooking classes, etc.
  - Field Trips:** Organize field trips for the MG’s.
  - Hospitality:** Set-up refreshments for meetings or other events.
- COMMUNITY PROJECTS COMMITTEE:** Provide assistance and advice for community landscaping projects and community food gardens.
- ENVIRONMENTAL COMMITTEE:** Explore methods to make your garden environmentally friendly. Work on gardens/sites in the community, such as Rain Gardens.
- GARDENING PRESERVATION COMMITTEE:** Help maintain gardens, arrange for volunteers. Train to be an assistant docent, teach visiting children at some of the sites. Some sites are: Hanson Park (Cranford), Miller Cory House (Westfield), or Reeves Reed Arboretum (Summit).
- DEMONSTRATION GARDEN:** Plan, plant and maintain the Demonstration Garden at Trailside in the Watchung Reservation. (Days or evenings)
  - Cutting Garden:** The “Flower Cutting Garden” is located in the demonstration garden. Master Gardeners arrange fresh cut flowers and donate them to hospitals and agencies that serve cancer patients.
  - Herb Garden:** Work in the Herb Garden located at the Demonstration Garden at Trailside.
  - Sharing Garden:** Work in the vegetable garden and greenhouse located at the Demonstration Garden at Trailside. Harvest vegetables and keep records for Food Pantry donations. Assist with arranging for delivery to food pantries.
- EXECUTIVE BOARD:** Plan and manage Master Gardener program activities by serving as a committee chair or an elected officer of the Board (Evenings).
- HELPLINE COMMITTEE:** Answer gardening questions and identifying plant problems and insects for clientele at the Extension office. Participate in community events that request Master Gardeners to man a garden question and answer table. (Days at the Extension Office - Community Events on weekends)
- INTRO TO HORTICULTURAL THERAPY:** Participate in programs for adults and children with various disabilities. (Days, occasional evenings)
- PUBLICITY COMMITTEE:** includes: writers, photography, and website & computer technology and newsletter production.
- SPEAKERS BUREAU:** Give horticultural lectures to civic groups. (Days or evenings)
- SPRING GARDEN FAIR:** Work with other Master Gardeners on this annual event. (Days or evenings)
- SUNSHINE COMMITTEE:** Send cards to Master Gardeners who are ill, or have experienced a birth or death in their family.
- TREE INVENTORY:** Berkeley Heights Tree Inventory Committee.

Signature \_\_\_\_\_

Date \_\_\_\_\_



*Please note that county programs are managed independently, and all program applications are not available throughout the year. This is an example of a basic application form, and county programs should be contacted for their specific application forms and registration requirements and deadlines*

**RUTGERS NJAES COOPERATIVE EXTENSION  
MASTER GARDENER APPLICATION**

I wish to become a participant in the Rutgers Master Gardener training program and would like to be accepted for the next class. I understand that upon successful completion of the training, I must perform the required hours of volunteer service within the necessary timeframe to attain the title of Rutgers Certified Master Gardener. I also understand that there are annual recertification requirements to continue as a Rutgers NJAES Certified Master Gardener / Educator, and that there is a cost to cover course, administrative, and program expenses.

Signature: \_\_\_\_\_ Date of Application: \_\_\_\_\_

(Please print)

NAME: \_\_\_\_\_ Preferred NAME for Badge \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_

PHONE (H): \_\_\_\_\_ (W): \_\_\_\_\_

FAX: \_\_\_\_\_ E – MAIL: \_\_\_\_\_

Please complete the following:

1. Briefly describe your interest, experience and/or training in gardening / horticulture \_\_\_\_\_  
\_\_\_\_\_

2. Please describe your level of expertise in gardening & horticulture:

\_\_\_\_ Beginner      \_\_\_\_ Intermediate      \_\_\_\_ Advanced      \_\_\_\_ Expert

3. Why do you wish to become a RCE Master Gardener volunteer?

\_\_\_\_\_  
\_\_\_\_\_

4. Do you belong to a garden club or environmental group? If so, which one (s)? \_\_\_\_\_

\_\_\_\_\_

5. Please list past volunteer experiences, community, or civic activities and positions held.

\_\_\_\_\_

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6. Please list your occupation and any skills in non-horticultural areas (writing, computers, graphics, art or photography, etc.) that might be relevant to your volunteer activities:

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7. Do you anticipate any circumstances that would keep you from attending class, fulfilling the minimum volunteer commitments or participating in other volunteer activities? Yes\_\_\_ No\_\_\_

If so, please describe here: \_\_\_\_\_

8. Please note that three references on volunteerism may be requested by the local program.

Please return this application to RCE office in your \*county of residence (\* denotes Master Gardener program):

\*RCE of Atlantic County  
6260 Old Harding Highway  
Mays Landing, NJ 08330-1533

\*RCE of Gloucester County  
1200 N. Delsea Drive  
Clayton, NJ 08312-1095

\*RCE of Ocean County  
1623 Whitesville Road  
Toms River, NJ 08755-1199

\*RCE of Bergen County  
1 Bergen County Plaza, 4<sup>th</sup> Flr.  
Hackensack, NJ 07601-7076

RCE of Hudson County  
257 Cornelison Ave., Ste 2101  
Jersey City, NJ 07302

\*RCE of Passaic County  
1310 Rt. 23 North  
Wayne, NJ 07470-5825

\*RCE of Burlington County  
2 Academy Drive  
Westampton, NJ 08060-3826

\*RCE of Hunterdon County  
314 State Route 12, Bldg. 2  
PO Box 2900  
Flemington, NJ 08822-4102

RCE of Salem County  
51 Cheney Rd., Ste. 1  
Woodstown, NJ 08098-9982

\*RCE of Camden County  
1301 Park Boulevard  
Cherry Hill, NJ 08002-3752

\*RCE of Mercer County  
930 Spruce Street  
Trenton, NJ 08648-4584

\*RCE of Somerset County  
310 Milltown Road  
Bridgewater, NJ 08807-3587

\*RCE of Cape May County  
4 Moore Road  
Cape May Crt. House, NJ 08210-1601

\*RCE of Middlesex County  
42 Riva Avenue  
N. Brunswick, NJ 08902-4734

\*RCE of Sussex County  
129 Morris Turnpike  
Newton, NJ 07860-4913

\*RCE of Cumberland County  
291 Morton Avenue  
Millville, NJ 08332-9776

\*RCE of Monmouth County  
4000 Kozloski Rd.  
P.O. Box 5033  
Freehold, NJ 07728-5033

\*RCE of Union County  
300 North Avenue East  
Westfield, NJ 07090-1499

\*RCE of Essex County  
621A Eagle Rock Avenue  
Roseland, NJ 07068-1501

\*RCE of Morris County  
PO Box 900, Court House  
Morristown, NJ 07963-0900

RCE of Warren County  
165 County Rd. 519 South  
Belvidere, NJ 07823-1949