



P.O. Box 415  
Columbia, TN 38402-0415  
(931) 375-5301

DATE: December 2022

TO: Potential University of Tennessee Master Gardener Program Participants

FROM: Darrell Ailshie, Extension Agent (Maury County)  
Interim Master Gardener Coordinator

SUBJECT: Master Gardener Program Information

Thank you for your interest in the *University of Tennessee Master Gardener Program*. Please review the information enclosed to determine if this program will fulfill your needs and expectations. Equally important, **please consider the anticipated request this program will expect from you.**

Please return your completed application as soon as possible. The application and payment deadline are **Monday, December 19, 2022.**

Please mail your application materials to:

Maury County Extension Service  
Master Gardener Program  
P.O. Box 415  
Columbia, TN 38402-0415

Or, you may bring your application to the Extension Office at #10 Public Square, Hunter-Matthews Building. We are located on the second floor above the Maury County Clerk's Office where you get your car tags.

Enclosures:

- Policies & Procedures
- Application
- Class Schedule

# Program Packet for Maury County Master Gardeners 2023



- Policies and Procedures
- Application
- Syllabus



# TENNESSEE MASTER GARDENER

## *Policies and Procedures*

The Master Gardener approach permits the local Extension office to extend information and services to a broader audience in the local area than can normally be reached by the Extension Agents alone. It also provides the local office with a concrete, highly visible way to serve a public demanding assistance and, at the same time, to develop a supportive clientele group.

**The title, "Tennessee Master Gardener," is to be used only and exclusively in the University of Tennessee Extension Master Gardener Program in which trained and certified Master Gardeners answer gardening questions.** In addition to the University training, Master Gardeners have diagnostic support via county Extension horticulturists and state Extension specialists. Master Gardeners also are provided University of Tennessee Extension publications. Master Gardeners are expected to use the title only when doing unpaid volunteer educational work in the Extension horticulture program.

Tennessee Master Gardeners are not to advertise their names or their place of business, nor to be listed on the advertisements of business places as Master Gardeners. This is a University of Tennessee Extension public service program. Appearing as a commercial activity, having association with commercial products, or giving implied University of Tennessee Extension endorsement of any product or place of business is improper.

In making recommendations, which include the use of chemicals (e.g., insecticides, herbicides, and fungicides) Tennessee Master Gardeners must follow published University of Tennessee Extension recommendations. Use of other pesticide recommendations is not approved. Cultural problems which are not specifically covered by Extension Service recommendations may be handled by suggesting treatment which an experienced Master Gardener considers appropriate. Questions concerning commercial production and crops and pest control on such crops are to be referred to the local county Extension Agent.

A Tennessee Master Gardener must attend the prescribed hours of instruction and perform the prescribed hours of volunteer service before becoming a Certified Master Gardener. This certification is restrictive to nature in that it is valid only when the individual is participating in the Tennessee Master Gardener Program.

All Master Gardener volunteers must recognize the necessity for representing their County Extension Service in a manner consistent with exemplary citizenship and leadership. Standards for Master Gardeners have been established to create a safe and pleasant learning environment for the Master Gardener Program.

Master Gardeners are expected to participate in all components of the planned program, be responsive to the reasonable requests of the county agent in charge and be respectful of the need for personal safety and the safety of others. Along with active participation, Master Gardeners are expected to uphold certain standards of behavior including, but not limited to the following: there will be no possession or use of alcohol or drugs in the workplace or on job assignments outside the Extension office, abuse or theft of public or personal property, sexual harassment or misconduct, verbal abuse or failure to cooperate with others, including other Master Gardeners, staff members and/or the public, possession or use of weapons or fireworks in the workplace, defamation of the organization, creating an implied or outright University of Tennessee or Extension endorsement of any product or place of business, misrepresentations of sources of information, consistently giving out incorrect information, use of state and/or county vehicles without authorization, failure to report any and all injuries or physical assault to the county Extension Agent as soon as possible. Any violations will result in dismissal pending due process. Illegal activities will be referred to law enforcement.

The training and experience gained by participation in the Tennessee Master Gardener Program are valuable and may rightfully be listed and featured as qualifications when seeking employment. Once employed, and while serving as a paid employee, or if self-employed, Master Gardeners should not display credentials or give the appearance of being a Tennessee Master Gardener at the place of business (unless the place of business is specifically designated as a Tennessee Master Gardener clinic location by the County Extension Agent).

Experienced Tennessee Master Gardeners are likely to receive invitations to speak before groups. Gratuitous payments for speaking are not a concern since such speaking activity is entirely separate from the question-answering done at Master Gardener's clinics. However, please do not seek payment for such speaking appearances.

*Special Note of Caution:* Individuals who are not acting on behalf of the University of Tennessee Extension are strongly urged to make every effort to minimize the appearance of being on duty before making any recommendation in the area of horticulture. Speaking "off the record" is your right; however, make sure everyone knows you are speaking for yourself and not the University of Tennessee Extension Service.

The first training will be on **Tuesday, January 31, 2023**. Classes (1 thru 14) will be held in the Bethel Room at the Maury Co. Extension Office, 10 Public Sq., Columbia, TN. Each meeting will begin at 8:45 a.m. and end no later than 12:00 noon. You will be notified of any changes in time or meeting place.

**I understand that the cost of the program is \$150, which includes the Master Gardener handbook and other materials for the program. This fee is due with the application on or before Monday, December 19, 2022 and will not be refunded after Monday, January 9, 2023. A late fee of \$25 will be added after December 19, 2022. Classes are filled on a first come, first served basis as payment is received. Married couples, who agree to share a Master Gardener notebook, may register at a cost of \$180, if they desire to do so.**

**I understand that if accepted into this program, I will become a Tennessee Master Gardener Intern upon completion of the 40-hour course and will be a certified Tennessee Master Gardener after donating 40 hours of volunteer service and attending 8 CEU's (Continuing Education Units) by April 28, 2024.**

**I understand that being absent from two (2) or more training sessions will require makeup work before certification is awarded. Absenteeism from two (2) or more sessions without makeup or three (3) or more sessions overall will require dismissal from the 2023 program.**

***You are asked to sign a portion pertaining to these policies and procedures on the following application page.***

## **Application**

I wish to become a Tennessee Master Gardener and would like to be accepted into the training program for 2023, beginning Tuesday, January 31, 2023 and continuing each successive Tuesday through Tuesday, May 2, 2023 for a total of 14 sessions.

Trainings will be held in the Bethel Room at the Maury Co. Extension Office, 10 Public Sq., Columbia, TN. Each meeting will begin at 8:45 a.m. and end no later than 12:00 noon. You will be notified of any changes in time or meeting place.

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I understand that being absent from two (2) or more training sessions will require makeup work before certification is awarded. Absenteeism from two (2) or more sessions without makeup or three (3) or more sessions overall will require dismissal from the 2019 program.

Name: \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_

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

County: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-Mail \_\_\_\_\_

Amount Enclosed: Individual \$150 \_\_\_\_\_ Married Couple \$180 \_\_\_\_\_

\_\_\_\_\_  
(Signature)

***Please make checks payable to: University of Tennessee***

I have read the Policies and Procedures section included in this packet and regarding my services as a Tennessee Master Gardener volunteer and do hereby agree to give 40 hours of service and attend 8 hours of Continuing Education in return for the training provided by the University of Tennessee Extension Service.

Signed: \_\_\_\_\_  
(Signature of Applicant)

Date: \_\_\_\_\_

## 2023 Master Gardener Intern Class

Week	Date	Chapter	Topic	Speaker 1	Speaker 2	Maury County MG Volunteer
1	Jan 31	-	Local group only	Starla Hardin	Taylor Reeder	
2	Feb 7	1 & 2	Intro/TN	Workgroup	Darrell Ailshie	
3	Feb 14	4	Stewardship	Andrea Ludwig	Taylor Reeder	
4	Feb 21	5 & 6	Soils and cover crops	Gregg Upchurch	Melody Rose	
5	Feb 28	3	Botany and Propagation	Natalie	Anna Duncan	
6	Mar 7	7 & 9	Landscape Design, herbaceous	Mike Ross	Lucas Holman	
7	Mar 14	8	Woody Ornamentals and Trees	Celeste Scott	Lee Rumble	
8	Mar 21	13	Entomology, IPM	Seth Whitehouse	Chris Cooper	
9	Mar 28	14	Pathology	Zach Hansen	Fulya Basal-Gural	
10	Apr 4	10 & 15	Turf, weeds	Mitchell Mote	Tom Samples	
11	Apr 11	12	Fruit- focus on primary fruits in TN	Dave Lockwood	-	
12	Apr 18	11	Vegetables	Natalie	Melody, Taylor, Evangelon	
13	Apr 25	16	Pollinators and county wrap up	Jennifer Tsuruda	-	
14	May 2	-	County Capstone			

\*All classes will be held in the Bethel Room located upstairs on the 2<sup>nd</sup> floor in the Hunter Matthews Building, #10 Public Square, Columbia, TN. *The Hunter Matthews Building is the building where you buy your Maury County car tags in downtown Columbia.*

\*All classes will begin promptly at 9 AM and end at 12 noon. **Please plan to arrive at 8:45 AM.**