



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

DATE: October 18, 2023

TO: Potential University of Tennessee Master Gardener Program Participants

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

SUBJECT: 2024 Master Gardener Class

Thank you for your interest in the University of Tennessee Extension Master Gardener Program (TEMG). Please review the information enclosed to determine if this program will fulfill your needs and expectations. Equally important, please consider the expectations this program will have from you. The TEMG program is so much more than a home horticulture class, it requires the class participants to make a commitment to the local Master Gardener Association, to community service, and to assist the UT Extension staff with the educational efforts within Maury County.

Please return your completed application and payment as soon as possible. The class will be held to a manageable size and seats will be held on an as paid basis. However, the final application and payment deadline is **Friday December 8, 2023.**

Please mail your application material to:

Maury County Extension
P.O. Box 415
Columbia, TN 38402-0415

Or you may bring your application and payment to the UT 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 purchase and renew your car tags).

Enclosures:

- Policies & Procedures
- Application
- Class Schedule

TENNESSEE MASTER GARDENER

Policies and Procedures

The Master Gardener program permits the local Extension office to extend information and services to a broader audience 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 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 neither to advertise their names or their place of business, nor 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 in 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.

Classes will begin on **Tuesday January 30**. Classes (1 through 14) will be held at the Ridley 4-H Center, 850 Lion Parkway, Columbia, TN 38401. Each meeting will begin at 6:00 p.m. and end by approximately 8:30 pm. In the event of a facility conflict, you will be notified of any change.

I understand that the cost of the program is \$160, which includes the Master Gardener handbook and other materials for the program. This fee is due with the application. Married couples who agree to share a Master Gardener notebook may register at a cost of \$200.

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 completing 40 hours of volunteer service and attending 8 CEU's (Continuing Education Units) by March 31, 2025.

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 2024 program.

You will be asked to sign affirmation pertaining to these policies and procedures on the application page.

TENNESSEE MASTER GARDENER

Application

I wish to become a Tennessee Master Gardener and would like to be accepted into the training program for 2024, beginning January 30, 2024, and continuing each Tuesday through April 30, with Graduation Monday May 6, 2024. Classes will be conducted at the Ridley 4-H Center, 850 Lion Parkway, Columbia.

I understand that the cost of the program is \$160 which includes the Master Gardener handbook and other materials for the program. This fee is due with the application. Refunds will be available by written request prior to January 15, 2024. Classes are filled on a first come, first paid basis. Married couples who agree to share a Master Gardener notebook may register at a cost of \$200. Maury County Master Gardener's Association offers one full and one partial Scholarship Annually. Contact Kathie Wilson, Scholarship Chairman, 931-215-9466 for information.

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 completing 40 hours of volunteer service and attending 8 CEU's (Continuing Education Units) by March 31, 2025. (UT & Maury County Master Gardeners will provide ample opportunities to meet the service and CEU requirements)

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 2022 program.

Name: _____

(Please Print)

Address: _____

City: _____ State: _____ Zip: _____

County: _____ Telephone: _____

E-Mail _____

Amount Enclosed: Individual \$160 _____ Married Couple \$200 _____

(Signature)

Please make checks payable to Maury County Extension Master Gardener Program.

I have read the Policies and Procedures section and requirements included in this packet to become a Tennessee Master Gardener volunteer. Furthermore, I agree to the 40 hours of service and the 8 hours of Continuing Education in return for the training provided by the University of Tennessee Extension Service.

Signed: _____

(Signature of Applicant)

Date: _____

Alternatively, you can register online at <https://tiny.utk.edu/MasterGardener2024> or scan the QR code below.



2024 Maury County Master Gardener Class Schedule

Date (Tuesday)	Class Description	Lab
Jan 30 (Week 1)	Class Organization / Introductions / MCMG Introductions	Darrell Ailshie
Feb 6 (Week 2)	Chapter 1 & 2 / Volunteer Training	Darrell Ailshie / Starla Hardin
Feb 13 (Week 3)	Environmental Stewardship / Chapter 4	Les Humpal
Feb 20 (Week 4)	Soils & Cover Crops / Chapter 5 & 6	Maury County Natural Resources Conservation Staff
Feb 27 (Week 5)	Botany & Propagation / Chapter 3	Maury County Master Gardeners (Seed Swap and Propagation)
March 5 (Week 6)	Landscape Design Chapter 7 & 9	Field Trip
March 12 (Week 7)	Insect Pests and IPM Chapter 13	Maury County Master Gardeners
March 19 (Week 8)	Woody Ornamentals Chapter 8	Maury County Master Gardeners
March 26 (Week 9)	Plant Pathology and Diseases Chapter 14	Maury County Master Gardeners
April 2 (Week 10)	Turf and Weed Management Chapter 10 & 15	Maury County Master Gardeners
April 9 (Week 11)	Vegetable Gardening Chapter 11	Maury County Master Gardeners
April 16 (Week 12)	Home Fruits Chapter 12	Field Trip – Middle TN Research and Education – Madison O’Ferrall
April 23 (Week 13)	Pollinators / Wildlife	Andreas Eastep Certified Apiary & Master Beekeeper
April 30 (Week 14)	(Make up day or Field Trip)	TBA
May 6, <u>Monday</u>	Graduation	Darrell Ailshie & UT Extension Staff