



2025 POTTAWATOMIE COUNTY EXTENSION MASTER GARDENER PROGRAM APPLICATION

Application Deadline: Friday, August 25, 2025

Name: _____ Date: ____/____/2025

Address: _____

City: _____ Zip: _____

Primary Phone: _____ E-mail: _____

Mission: Pottawatomie County Extension Master Gardeners are volunteers trained to educate the public in research-based horticulture practices.

2025 Training Dates: Please select which training format in which you will participate.

☐ In Person in Manhattan (with RL Co), Thursdays, September 4-October 30, 2025, 9 AM-4 PM

☐ Online via Zoom, Thursdays, September 4-December 4, 2025, 1-4 PM

Current Status:

☐ Employed full time

☐ Homemaker

☐ Student

☐ Employed part time

☐ Retired

☐ Other (Explain)

Will your employment or other regular commitments allow you to be available to participate in all (most) basic training sessions and complete the volunteer hour commitment after the training?

☐ Yes

☐ No

Program Participants Must:

1. Be a Pottawatomie County resident.
 2. Have a high school diploma or equivalent.
 3. Have a broad interest in horticulture and experience in some area of home horticulture.
 4. Support the objectives of K-State Research and Extension – Pottawatomie County and of the Extension Master Gardener program and agree to the Volunteer Policy Agreement.
 5. Enjoy working with people and teach in both one-on-one and group situations.
 6. Complete the basic training course and participate in a minimum of 40 hours of approved volunteer service in the first calendar year following completion of the training course.
 7. After first year completion, participants must complete an annual commitment of 10 volunteer hours and at least 2 advanced education hours to maintain in good standing in the organization.
 8. Pay \$100 course fee to cover the textbook, training materials, etc. The fee is due on or before the first day of class.
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1. Why do you wish to become an Extension Master Gardener and what do you expect to gain:

2. Most Extension Master Gardener (EMG) volunteer activities occur during weekdays, and during the month of April through October. There are limited opportunities for evening and weekend volunteering. Please describe your availability to volunteer in EMG activities within these time parameters.

3. Briefly discuss why you are a volunteer and describe a significant volunteer experience.

4. Describe your garden/horticulture experience and discuss any areas of garden/horticulture specialization or interest you have. Include any training, courses or other horticulture education programs you have attended.
5. Garden or group affiliations and other volunteer activities and affiliations:
6. How did you hear about the Extension Master Gardener program?

Return Completed Applications to:

Pottawatomie County Extension Office
612 E. Campbell St.
P.O. Box 127
Westmoreland, KS 66549
E-mail: sblocker@ksu.edu

Kansas State University Agricultural Experiment Station and Cooperative Extension Service is committed to making its services, activities, and program accessible to all participants. If you have special requirements due to a physical, vision or hearing disability, please contact Shannon Blocker, Pottawatomie County Extension Agent, at 785-457-3319 or sblocker@ksu.edu.

K-State Research and Extension is an equal opportunity provider and employer.

The following is a brief listing of skills you may possess that can be of benefit to the Master Gardeners. Please check all that apply.

Technical / Creative Skills

- ☐ Accounting / Bookkeeping
- ☐ Computer Skills
- ☐ Drawing / Design / Art (graphic arts)
- ☐ Editing / Proofreading
- ☐ Grant Writing
- ☐ Photography
- ☐ Other _____

Operational Skills

- ☐ Leadership / Organization
- ☐ Marketing / Advertising
- ☐ Public Speaking
- ☐ Community Involvement
- ☐ Other _____

Education Skills

- ☐ Teaching
- ☐ Working with children
- ☐ Working with disabled
- ☐ Other _____

Horticultural Skills

- ☐ Vegetables
- ☐ Flowers (perennial/annual)
- ☐ Grasses / Lawns

- ☐ Composting
- ☐ Water Gardens
- ☐ Fruit Trees
- ☐ Woody Ornamentals / Trees
- ☐ Fruits (grapes, berries, etc.)
- ☐ Hydroponics
- ☐ Other _____

The following is a list of primary volunteer activities carried out by EMG's. Some activities may require physical work, interaction with the public, on-going commitments, administrative tasks, etc. Please check all that you may be interested in.

- ☐ Horticulture Hotline / Diagnostic Clinic
- ☐ Public Extension Educational Programs / Events
- ☐ Demonstration Gardens
- ☐ Children's and Junior Master Gardener Program (4-H volunteer screening req.)
- ☐ Farmers' Market Booth
- ☐ Newsletter and Newspaper Articles
- ☐ Speakers' Bureau – civic, community, church groups
- ☐ Public Garden Tour
- ☐ Resource Library
- ☐ Other ideas you may have:

Volunteer Policy Agreement

Kansas Extension Master Gardener Program – Pottawatomie County

The purpose of the Extension Master Gardener (EMG) program is to provide training volunteers willing to serve as program assistants for educational programs developed and supported by Extension Boards and K-State Research and Extension. The District Extension Board should be involved in implementing and monitoring progress with the EMG program with frequent reports of program impact and activities.

The Pottawatomie County Extension Master Gardener (EMG) program is a volunteer program authorized and organized by K-State Research and Extension – Pottawatomie County in cooperation with Kansas State University. Master Gardener volunteers agree to abide by the rules and regulations established by the State and local EMG Association.

Applicants agree to attend all sessions of the prescribed basic training and volunteer 40 hours in the first year following training. This will certify them as an active EMG. Continued certification (preceding years) requires members to complete 10 volunteer hours and 2 advanced education hours per year. The service year is January 1 to December 31.

EMG's operate under the control of a trained Extension professional responsible for monitoring their performance and the progress of their continuing education. EMG's are expected to provide recommendations based on research-based information.

EMG's are advised not to advertise their place of business, nor to be listed on the advertisements of business places as "Extension Master Gardener." This is a Kansas State University public service program. Appearing as a commercial activity, having association with commercial products, or giving implied Kansas State University endorsements of any product or place of business is improper.

EMG's working with youth (4-H Youth Development) will be required to complete and maintain the registered 4-H volunteer screening according to Kansas 4-H Youth Development guidelines. This involves a separate application, reference check, one-on-one interview, online or in-person orientation, national background check, committee review and Pottawatomie County Extension Board approval and appointment.

As a Kansas EMG:

1. I am accountable to the Extension Agent – Agriculture and Natural Resources, K-State Research and Extension, and Kansas State University for my actions. I will work within the Master Gardener Program as an EMG volunteer.
2. I will work as a “team player” for the good of the EMG program, work cooperatively with clients, other volunteers and Extension staff and treat them with respect.
3. I will not endorse products or participate in the EMG program for person gain nor use the EMG or Extension rosters for personal business nor share these rosters with other entities.
4. As an EMG volunteer, I serve at the request of the local Extension Unit and may be removed from service at its discretion. I also may resign my volunteer role at any time.

I have read the above policies regarding service as an Extension Master Gardener volunteer and do hereby agree to abide by them if selected to participate in the program. In addition, I am aware that there is a due process procedure available to me if I feel I have been wrongfully charged with a violation of program standards. I also understand the requirements to become an Extension Master Gardener and maintain certification.

Printed name of volunteer _____

Signature of volunteer _____

Thank you for your interest in the Pottawatomie County Extension Master Gardeners. Personal contacts/interviews are made with all applicants prior to acceptance into the program.

Applicant accepted? ☐ Yes ☐ No

Initials of Interviewer _____ Date _____