

## Steps in the CMG Application Process

- **Step 1 - Contact your local CSU Extension County Office** for program information and the application form. [County contact information](#) is listed in the table below. Since the applicant needs county specific information, CMG applications are NOT available on-line.
- **Step 2 - Submit a completed CMG Application Form** by the application deadline.
  - The **application form** asks for background information on gardening and volunteer experiences, general availability for volunteer work (used by program coordinators to help connect volunteers with projects), criminal background information, contact information for three references, and includes a signed contract committing the CMG volunteer to 50 hours minimum volunteer work in exchange for the training.
  - For the **winter training** (January-April), applications are processed in the fall of the year. Morgan/Logan Counties have a November 16th application deadline.
- **Step 3 - Background check** – Colorado State University requires background checks, including driver's license checks, of all new volunteers. A criminal record or poor driving record does not bar you as a volunteer, but will be considered as it relates to the specifics of the volunteer position.
  - The potential volunteer receives an e-mail from CSU Human Resources with a hotlink to the screening company, **HireRight**. The volunteer logs into a secure site, enters their social security number, answers some questions about where they have lived, etc. and logs off. The university's IT people have confidence in the security and confidentiality of the HireRight system.
  - HireRight conducts a national background check, including driver's license check, and shares the results with CSU Human Resources. If a potential volunteer elects not to provide HireRight with the needed information, they also elect not to become a volunteer for CSU.
  - If a potential volunteer does not have email, contact your County Extension Office to process the background check information request by mail.
- **Step 4 - Preliminary screening** will be off the application form. Primary considerations are based on:
  - 1) interest in volunteer work
  - 2) availability for volunteer work
  - 3) people skills (i.e., ability to assist Extension in home horticulture educational efforts), and
  - 4) gardening experience

- Without fundamental gardening experience, it is unreasonable to expect that someone will develop the background and knowledge base required to work with our clientele by just attending the training. This is not a volunteer program for the novice gardener.
- Staff will send confidential reference letters to the references listed on the application. At least two must be returned before the applicant can be accepted into the CMG program.
- **Step 5 - Interview** – Morgan/Logan counties invite applicants in for an informal interview giving the applicant a chance to learn more about the CMG Program and ask questions about training and volunteer work.
- **Step 6 - Applicants will be advised if they were selected for the CMG Program.** In counties with a larger population base, significantly more people apply than can be accommodated. Applicants who are not selected as CMG volunteers may enroll under the [Colorado Gardener Certificate](#) (non-volunteer) option.
  - Correctly stated, interested individuals apply to become a Colorado Master Gardener volunteer representing CSU Extension. The decision to accept or not accept any individual as a volunteers is the right of CSU Extension. Reasons why an individual was or was not selected will not be given.
  - Additionally, CMG volunteers serve at the request of Colorado State University Extension. This request can be withdrawn at any time for any reason or for no reason.
- **Step 7 - Pay class fees** – If accepted into a local CMG Program, payment of class fees is the final enrollment step. Class fee for CMG Volunteers in Morgan/Logan counties is \$160 for 2010.
- The [Colorado Gardener Certificate](#) enrollment option (to participate in the class without any volunteer commitment) provides educational opportunities for those not interested in or available for volunteer work. **Fees** - Cost for the *Colorado Gardener Certificate* training (as a non-volunteer) is \$500 tuition and class fees.