UNIVERSITY OF GEORGIA
EXTENSION

Application for Transfer and Reactivation
Georgia Master Gardener Extension Volunteer Program

Dear Prospective MGEV,

Thank you for your interest in transferring to the Master Gardener Extension Volunteer program in _____ County! We consider each applicant to our program carefully so that individuals can be successfully matched with the volunteer opportunities we have available. Because there can be some differences between MGEV programs, we want to make sure we start out with a good understanding of who you are as a volunteer and what you love about being a Master Gardener Extension Volunteer! Please complete the following information to help us get to know you. I will review your application and you will receive a written response regarding your status and any additional steps of preparation that need to be completed. Please understand that we may not automatically accept your transfer.Thanks, again, for your interest in the Georgia Master Gardener Extension Volunteer Program!

Sincerely,

County Extension Agent

I AM REQUESTING:

- ☐ TRANSFER WITHIN GA
- ☐ TRANSFER FROM ANOTHER STATE
- ☐ REACTIVATION

If transferring or reactivating:

- ☐ Yes, I have an MGLOG account. My volunteer service hours are recorded.
- ☐ Yes, I have an MGLOG account, but my volunteer service hours are **not** up-to-date.
- ☐ No, I do not have an MGLOG account.

CONTACT INFORMATION

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE & EMAIL _____

MG VOLUNTEER SERVICE HISTORY

Initial training date, location (including state) _____

Prior Agent/MG Coordinator name, county, office phone_____

_____

Reason for leaving original program_____

_____

Number of service hours accumulated this year to date_____

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I have completed initial training and initial volunteer service requirements (attach copy of MGEV certificate).

☐ YES – I completed my training in _____

☐ NO – explain your status _____

I am in good standing with my previous program (current, active; having volunteered actively each year since training, etc.)

☐ YES – I have met all requirements to maintain active status through the end of the previous calendar year.

☐ NO – Explain your status. _____

How long has it been since you completed the requirements for active MGEV status?

☐ 1 year ☐ 2-5 years ☐ 5 or more years

Prior MG Extension Volunteer Experience (Check all that apply.)

☐ Speakers' Bureau
☐ Project leadership (explain _____)
☐ Diagnostics
☐ Youth Horticulture programs
☐ Garden Hotline Volunteer
☐ Plant Clinic
☐ Other _____

VOLUNTEER STATEMENT

I understand that if my application for transfer is approved, _____ County will be my host county for my role as a Georgia MGEV. I understand that my initial experiences and trainings may be different from those in the new host county, but I am willing to abide by the operating procedures in the _____ County program.

_____ _____

Transfer Applicant Date

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FOR EXTENSION PROGRAM USE

VOLUNTEER SCREENING

☐ UGA Volunteer Agreement on file
☐ Selected role descriptions on file
☐ Application for Background Screening:
☐ submitted ☐ pending ☐ approved ☐ not approved

_____date of Risk Management Training (RMT) completion

- Volunteer has a current copy of the Georgia Master Gardener Handbook
  - If no, transfer should order a copy of the handbook from the UGA Extension Publications store through the online ordering link.

- Volunteer is knowledgeable about the Georgia Master Gardener Extension Volunteer Program and its policies and procedures.
  - If no, transfer should participate in an orientation training (online or in person)
- Volunteer is knowledgeable about plants and environmentally sound horticulture practices for this area of the state
  - If no, transfer should audit _____
- Volunteer is knowledgeable about the requirements, policies, and procedures for the UGA MGEV program.
  - If no, transfer should audit _____

AGENT NOTES:

Prior agent contacted _____

Comments: (suggested questions include: What was this volunteer's track record? What skills and abilities does he/she have? Where does he/she excel? What types of projects and roles did this volunteer choose? Is he/she an active MGEV, a good representative of Extension? Any prior disciplinary action taken or concerns?)

Transfer application ☐ accepted ☐ denied (if denied, indicate brief explanation)

_____ _____
Date

Extension Agent or Sponsor, _____county

Agent Reminder: *Contact the SPO to have a MGEV transferee with a current MGLOG account transferred in MGLOG. Contact the SPO for assistance with creating a MGLOG account for a transferring or reactivating MGEV. New name badges with the appropriate host county can be ordered in the spring or fall. If a handbook is purchased for a transferring or reactivating MGEV, the cost of a new badge is included with the handbook purchase. Otherwise, there is a small fee for a new name badge.*