

Thank you for your interest in becoming a Purdue Master Gardener volunteer! This document serves as your welcome to the Purdue Master Gardener Program and will guide you through the registration process for the Basic Training Course.

Introduction

Classes will be held at **Evansville Vanderburgh Public Library - Central**. Classes will run on **Tuesday Mornings 9:00 am – 12:00 pm**. Classes begin March 10, 2026 and complete on June 16, 2026. Topics may need to be rearranged to accommodate speakers. In the case of inclement weather, classes may be held remotely.

There are a total of 15 sessions, including the final exam. If you know ahead of time that you will be unable to attend one or more of the scheduled class sessions, let Amanda know when you register for the course. While we don't expect 100% attendance, you are expected to attend all sessions if you are capable, and you will only be allowed to miss up to three classes and still pass, per MG policy. The final exam is an **open-book test** and you will need a score of 70% or more to pass.

Please be advised that this training is for people who wish to become Master Gardener volunteers. All people taking the course are expected to complete 40 hours of volunteer service in the upcoming year. Although we will be covering your volunteer requirements during the first class, please feel free to contact us if you have any questions about this.

How to Register for the Course

Here are the steps you need to complete to register for the course:

Please note: Class size is limited. To reserve your spot, please complete the registration steps below as soon as you can.

Step 1: Start by completing the attached **Purdue Master Gardener Volunteer Application and Agreement along with the supplemental state of residence questionnaire**. Please read it completely, and then complete the information on the front and sign the back. This form is required by Purdue University, so that you, as a volunteer, know what your rights and responsibilities are. Once completed, return to Amanda. You can email the form, mail it, or drop it off at the Purdue Extension - Vanderburgh County office.

After receiving your application, the Program Coordinator will complete the required sex offender registry checks. Purdue requires that we check the online Dru Sjodin National Sex Offender Registry and the Indiana Sex Offender Registry for prospective

and current/active Master Gardeners. **Please note:** A criminal record will not necessarily disqualify someone from becoming a Purdue Master Gardener, but will be considered as it relates to the specifics of the position. This is all explained in the [Master Gardener Program Policy Guide](#) which you will receive on the first day of class, or you can download a copy from:

<https://extension.purdue.edu/extmedia/mg/mg-5-w.pdf>.

Step 2: Upon completion of the sex offender registry checks by the Program Coordinator, you will be notified and sent a registration link. Registration for this year's course will be online using the CVENT system. Registration is \$190 which includes all course materials. If you have a financial hardship and cannot afford the full fee, please contact Amanda Bradshaw Burks as scholarships are available.

That's all there is! After you have registered on-line, you will receive additional information as we draw closer to the start of the course. Please reach out if you have any questions.

Sincerely,

Amanda Bradshaw Burks
Purdue Extension Urban Agriculture Educator
Master Gardener Coordinator – Vanderburgh, Posey, and Warrick County
bradshaa@purdue.edu
812-435-5287

Thank you for your willingness to volunteer with the Extension Master Gardener Program through Purdue Extension. As a part of the volunteer approval process, we conduct state and national sex and violent offender registry checks on each person who wishes to serve in a volunteer role.

Currently, the national registry check website is unable to process requests for the states of California, Delaware, Georgia or Wisconsin.

To help us expedite the review of your volunteer paperwork, please respond to this e-mail with your answer to this question:

Have you ever lived in the state of California Delaware or Georgia?

Yes, I have lived in California [year(s): _____]

Yes, I have lived in Delaware [Year(s): _____]

Yes, I have lived in Georgia [Year(s): _____]

Yes, I have lived in Wisconsin [Year(s): _____]

No, I have never lived in California, Delaware, Georgia or Wisconsin.

If you have lived in any other state outside of Indiana that is not listed here, please list that state as well so we can complete the background check.

We thank you for your assistance with this request!

Sincerely,

Amanda Bradshaw-Burks
Purdue Extension Master Gardener Coordinator – Vanderburgh County

Printed Name

Signature/Date

Purdue Extension Master Gardener (EMG) Basic Training

Week	Date	Location	Topic	Speaker
1	3/10	EVPL Central -Large Group Room	EMG Orientation	Amanda Bradshaw Burks
2	3/17	EVPL Central - Browning B	Plant Science	Amanda Bradshaw Burks
3	3/24	EVPL Central -Large Group Room	Soils and Plant Nutrition	Amanda Bradshaw Burks
4	3/31	EVPL Central -Large Group Room	Weed ID and Control	Amanda Bradshaw Burks
5	4/7	EVPL Central -Large Group Room	Plant Disease	Amanda Bradshaw Burks
6	4/14	EVPL Central -Large Group Room	Insect ID and Control	Amanda Bradshaw Burks
7	4/21	SWIMGA Display Garden	Herbaceous Ornamentals	Amanda Bradshaw Burks
8	4/28	EVPL Central -Large Group Room	Invasives	Amanda Bradshaw Burks
9	5/5	EVPL Central -Large Group Room	Animal Pests	Amanda Bradshaw Burks
10	5/12	EVPL Central -Large Group Room	Fruit	Amanda Bradshaw Burks
11	5/19	EVPL Central - Browning B	Woody Ornamentals	Amanda Bradshaw Burks
12	5/26	EVPL Central -Large Group Room	Lawns	Amanda Bradshaw Burks
13	6/2	EVPL Central -Large Group Room	Vegetables	Amanda Bradshaw Burks
14	6/9	EVPL Central -Large Group Room	Pesticides and Alternatives	Amanda Bradshaw Burks
15	6/16	EVPL Central - Browning B	Final Exam	Amanda Bradshaw Burks

*Speaker and location subject to change

Purdue Extension Master Gardener Volunteer Application and Agreement (Form EMG-1)

When you sign this Purdue EMG Volunteer Application and Agreement you confirm that you agree to follow all policies concerning the use of the Purdue EMG title. You also confirm that you have read and agree to follow all policies stated in the Purdue EMG Program Policy Guide (www.hort.purdue.edu/mg).

In order to be considered for participation in the Purdue EMG Basic Training or to continue volunteering as a Purdue EMG volunteer, please read and sign the current agreement, and return it to your Extension Master Gardener county coordinator.

Please print or type

Date of Birth ____/____/____

Full Name _____

Alias/Maiden Name _____

Address _____ Apt. _____

City _____ State _____ ZIP _____

Home Phone _____ Work Phone _____

Cell Phone _____ Email _____

County of Purdue EMG Basic Training _____

County of Purdue EMG Service _____

Do you require reasonable accommodations to participate in this program? Yes ___ No ___

If yes, please explain.

Emergency Contact Information (required)

Name _____ Telephone _____

Relationship _____

Have you been convicted of a crime (excluding minor traffic violations)? ___ Yes ___ No

If yes, give date, nature of offense and disposition.

NOTE: A criminal record will not necessarily disqualify an applicant; it will be considered relative to the specifics of the position.

Why do you want to become a Purdue EMG volunteer? _____

Purdue Extension Master Gardener Volunteer Application and Agreement (Form EMG-1)

Please share your prior volunteer experience:

Organization	Volunteer Role	City/State	Years

Please indicate your education, experience, skills and interests that might relate to the Purdue EMG Program:

Provisions of the Agreement to Participate in the Purdue Extension Master Gardener Program

Please read the statements below. By signing this form, you agree to all the statements below.

- **Use of Title.** I understand that the title “Purdue Extension Master Gardener” is to be used exclusively in the Purdue EMG Program. Purdue EMGs are expected to identify themselves as such only when engaged in unpaid public service approved by Purdue Extension. Appearing in a commercial activity, endorsing commercial products, or implying Purdue University endorsement of any product or place of business are inappropriate and violate the policies of the Purdue EMG Program.
- **Understanding Policies.** I have read the Purdue EMG Program Policy Guide (www.hort.purdue.edu/mg) and agree to follow all policies regarding participation in the program.
- **Age Certification.** I am 18 years or older.
- **Registry Checks.** I consent to annual registry checks via the Dru Sjodin National Sex Offender Registry and Indiana Sex Offender Registry as explained in the Purdue EMG Program Policy Guide.
- **Identity Verification.** I agree to provide evidence of a government-issued photo ID verifying my identity.
- **Behavioral Expectations.** I agree to abide by the adult behavioral expectations for Purdue EMGs explained in the Purdue EMG Program Policy Guide.
- **Pest Recommendations.** I agree to make recommendations to the public according to the Purdue EMG pest information policy outlined in the Purdue EMG Program Policy Guide.
- **Liability Release.** I understand that participating in the Purdue EMG Program can involve certain risks to me. I accept those risks. I hereby discharge Purdue University, the Trustees of Purdue University, the county commissioners, the Purdue Extension county office, and each of their trustees, officers, appointees, agents, employees, and volunteers (“Released Parties”) from all claims that I might have for any injury or harm including death, arising out of my participation in any activity related to the Purdue EMG Program, even if such injury or harm is caused by the negligence or fault of any of the Released Parties. I do not, however, release these individuals and entities from liability for intentional, willful, or wanton acts and this release shall not be construed to include such acts.
- **First Aid.** I give permission for Purdue EMG Program and its representatives, and emergency personnel to make necessary first aid decisions if I am injured or fall ill while participating in Purdue EMG Program activities. I shall be financially responsible for the cost of any medical treatment.
- **Photo Release.** I grant permission for the Purdue EMG program to use videos or photographs of me for educational purposes or promotion of the Purdue EMG program and/or Purdue Extension programs.
- **Vehicle Use.** I certify that I comply with all requirements established by the Purdue University Use of Vehicles for University Business policy explained at <https://www.purdue.edu/policies/facilities-safety/iva1.html>

Purdue Extension Master Gardener Volunteer Application and Agreement (Form EMG-1)

- **Volunteer Service.** I agree to contribute at least 40 hours of volunteer service within two years of completing Purdue EMG Basic Training. I also understand that in order to continue my certification as a Purdue EMG I must contribute at least 12 hours of volunteer service and 6 hours of educational training approved by my EMG county coordinator each subsequent year. I agree to report volunteer activity and educational training hours to the EMG county coordinator at least once per year using a reporting method approved by the EMG county coordinator.
- **County Coordinator.** I understand that the Purdue Extension educator serving as the Master Gardener county coordinator for the county where I volunteer as a Purdue EMG is the coordinator and advisor for the Purdue EMG Program in that county and for my involvement in the program.
- **Notification of Changes.** I will contact the Purdue EMG county coordinator or Purdue EMG state coordinator if changes in my life occur that cause me to be ineligible to serve as a Purdue EMG volunteer.

Applicant's Signature _____

Applicant's Printed Name _____ Date _____

Purdue Extension Office Use Only

National Sex Offender Registry Check — Date Completed _____

Purdue Extension Office Staffer Completing Check _____

Indiana Sex Offender Registry Check — Date Completed _____

Purdue Extension Office Staffer Completing Check _____

Verification of Photo ID — Date Completed _____

Purdue Extension Office Staffer Completing Verification _____

