

Date and print on county letterhead

Dear Potential Master Gardener Volunteer,

Allow me the opportunity to thank you for your interest in the Ohio State University Extension Master Gardener Volunteer (MGV) program. Volunteers are an integral part of OSU Extension and make a significant contribution to consumer horticulture programming throughout Ohio. Following is important information about the OSU Extension volunteer selection process. All individuals interested in volunteering with OSU Extension must adhere to these selection procedures.

All potential volunteers will: (1) receive a position description; (2) complete an application and return it to the county Extension office; (3) have references collected by Extension professionals; (4) complete an interview; (5) submit to a criminal history fingerprint record check; and (6) agree to and sign the Volunteer Standards of Behavior form. In addition, each potential MGV receives a copy of the (7) Master Gardener Volunteer Program Policy Statement and (8) agree to and sign the Master Gardener Volunteer Pest Management Information Policy.

Please know that all personal information is kept in a secured file cabinet and is kept on file for a minimum of three years following the receipt of your application or the termination of your involvement as an OSU Extension MGV (whichever is longest). The release of information will follow The Ohio State University and Ohio State University Extension operating procedures and will be in accordance with Ohio law.

Serving others in your community brings immense satisfaction as you help them grow, learn, develop, and succeed. Additionally, volunteering provides you an opportunity to gain new skills, help others, and meet new friends. We hope that you recognize the tremendous benefits of volunteering and will join us in helping assure that everyone involved has a positive, educational experience.

We are excited to have you join this outstanding volunteer program to further your horticulture education as well as to make a difference in your community.

Sincerely,



Pamela J. Bennett  
State Coordinator  
Ohio State University Extension  
Master Gardener Volunteer Program