



September 28, 2017

**Ohio State University Extension**

Coshocton County OSU Extension  
724 South 7<sup>th</sup> Street  
Room 100  
Coshocton, OH 43812

Dear Potential Master Gardener Volunteer,

Thank you for your interest in the OSU Extension Master Gardener Volunteer (MGV) program. Volunteers are an integral part of our organization 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 abide by these selection procedures.

All potential volunteers will:

- (1) Receive a copy of the Master Gardener Volunteer Program Policy Statement (enclosed).
- (2) Receive a position description (enclosed).
- (3) Complete an application (online) and return it to the OSU Extension office.
- (4) Provide references.
- (5) Complete an interview (you will be contacted).
- (6) Complete a fingerprint background check.
- (7) Agree to and sign the Volunteer Standards of Behavior and the Master Gardener Volunteer Pest Management Information Policy (1<sup>st</sup> class).

Application with references listed, Standards of Behavior and Pest Management Information Policy should be completed and returned to Coshocton County Extension, 724 South 7<sup>th</sup> Street, Room 110, Coshocton, OH 43812 by January 12, 2018.

Please know that all personal information is kept secure. 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,

Emily Buxton Adams  
Agriculture & Natural Resources Educator  
Ohio State University Extension  
Master Gardener Volunteer Program



Revised October 2015