

Your application must be completed in one sitting. There is not an option to save it and complete it later. Therefore, we recommend that you review this document and assemble your information ahead of time so you can enter it all at once.

- Be sure to hit “Save and Continue” after you complete a section. What you entered may be lost if you do not.
- Questions followed by a “flag” icon are required. You will not be able to submit your application if a required question is left blank. Note that some of the questions are optional and do not require a response.
- When you see an “i” icon, you can click on it to get more information about that question or field.
- Individuals with disabilities desiring accommodations in the application process should contact Theresa Long Pittman at [757-787-1361](tel:757-787-1361) ext. 14 during business hours of 8:30 a.m. and 5 p.m. to discuss accommodations 5 days prior to the event. *TDD number is [\(800\) 828-1120](tel:800-828-1120).

COMPLETING THE APPLICATION

Step 1 - Create/Enter Login Username, Password, & Contact Info

- Create a login username if you do not already have one. Otherwise, log in with your Better Impact credentials if you already use Better Impact with another volunteer organization.
- You will be required to provide name, address, a phone number, and an email address. Optional fields include some social media handles, alternate phone numbers, and a secondary email address.
- On this page, you will also need to create a password for your Better Impact account. After completing the Contact Information page, click “Save and Continue” at the bottom of the page.

Step 2 - Information About You

- You will be asked the following questions to help us get to know you. Answer each question in the text box provided.
- Why are you interested in becoming a Virginia Master Gardener volunteer?
- How did you hear about the Virginia Master Gardener program?
- What kind of volunteer work would you like to do as a Virginia Master Gardener volunteer?
- Have you ever been enrolled in a VMG Basic Training Course before (yes/no)? If yes, please also list when and with what Chapter.
- Please describe any previous volunteer experience you may have.
- What do you consider your strengths, special talents, or abilities that would make you a good match.

Step 3 - References

- As part of the volunteer screening process, we will contact up to three references. On the application form, you will need to provide the name, relationship, address (optional), phone number, and email for three different references of your choice.
- Your references may be co-workers, people who know you through other volunteer programs, or other people who can comment on how well suited you are for the volunteer role.
- The leaders of the VMG Association and organizers of the Association's basic training course may contact your listed references by phone, email, or letter.

Step 4 - Demographic Information

- You will be asked to provide some demographic information. This information is used for reporting purposes.
- The VMG program is part of Virginia Cooperative Extension, and Virginia Cooperative Extension programs and employment are open to all regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law.
- For gender, race, and ethnicity, you may choose an answer of "Prefer Not to Answer".
- For age, however, you must indicate whether or not you are at least 18 years old.

Step 5 - Emergency Contact

- You will be asked to provide name, phone number, and relationship for an emergency contact.
- If you are accepted into the program, this information is stored in your profile in case it is needed during a training or volunteer activity.

Step 6 - Voluntary Disclosure

- You will be asked to disclose whether you have any criminal convictions. A "yes" answer does not automatically exclude you from volunteering.
- A criminal background check will be conducted on you during the application process and during your volunteer service, and you will need to indicate that you understand that on the application.

Step 7 - Agreements and Acknowledgements

- In the final section of the application, you will be asked to indicate whether you agree to four different agreements: Media Release Statement, Volunteer Agreement, Enrollment Agreement, and Virginia Master Gardener Volunteer Standards of Conduct.
- In each case, be sure to click the “i” to read and understand the statement before agreeing to it. You do not have to agree to the Media Release in order to be accepted, but you do need to agree to the other three policies

Step 8 - Submitting the Application

- Be sure to click “Submit Application” at the bottom of the page! If any flagged fields are not completed, the application will not be submitted and the system will let you know that there is something you need to go back and complete.
- If, after you click “Submit Application”, it takes you to another screen, then you know your application was successfully submitted. You will receive updates via email when processing of your application is complete.

NEXT STEPS

- Applications will be processed in the order in which they are submitted.
- Once you submit your application you will be contacted for a brief interview. Your references will also be contacted.
- Note that you will not be enrolled in the class until your payment of the \$125.00 training is received. You will receive instructions regarding payment when your application is approved.
- Thank you for your interest in becoming an Eastern Shore of Virginia Master Gardener!