



Master Gardener Coordinator Check List

Application and Selection of New Volunteers

	<u>Target Date</u>
_____ Develop and implement a recruitment plan.	_____
_____ Send application packet that, at minimum, includes: <ul style="list-style-type: none"> ▪ cover letter ▪ application form ▪ personal background check consent form ▪ MG volunteer position description ▪ pretest (optional) ▪ media release form (either now or at orientation) 	_____
_____ Review completed applications; do initial screening; set up interviews for applicants you select.	_____
_____ Complete interviews and select volunteer interns	_____
_____ Complete personal background check on all new selected volunteers <ul style="list-style-type: none"> • submit form to Extension Regional Center (unless other arrangements) • receive confirmation of completed check from ERC • make determination regarding acceptance (consult Regional Director or State Program Manager in necessary.) 	_____
_____ Notify applicants accepted to the program and give additional information about orientation and training	_____
_____ Notify applicants not accepted to the program.	_____
_____ Conduct orientation session or provide written orientation materials.	_____