

June 17, 2019

Dear Master Gardener Volunteer Applicant:

Thank you for your interest in the Columbia County Master Gardener Volunteer Program. The enclosed "Program Guide" contains information that will be useful to you in understanding the Master Gardener Volunteer Program, as well as, the role and responsibilities of a Master Gardener Volunteer. It will also give insight into the University of Florida's Institute of Food and Agricultural Sciences (IFAS) Extension Service, how it functions, and how Master Gardener Volunteers operate as part of the Extension Service. The Columbia County Master Gardener Program trains volunteers to assist the Horticulture Agent in carrying out the Columbia County Horticulture Extension Program.

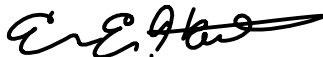
Please read the enclosed materials and return the volunteer application, project request, Master Gardener Volunteer policies form, and volunteer screening forms. **Please return these pages to our office before 5 pm on Friday, August 16th.**

Once we receive these application materials and complete the background screening and reference checks, we will set up a time for an interview. **Interviews will be held the week of August 19th and 26th** at the UF/IFAS Extension Columbia County Office, 971 W Duval St, Suite 170 in Lake City. The interview should last approximately 30 minutes, allowing time to review your application and answer any questions you may have about the program. Only those who pass the initial screening process, receive two positive references and pass the background screening will be interviewed and considered for the Master Gardener Volunteer program.

If you have questions at any time in this process, please contact Erin Harlow, Residential and Commercial Horticulture Agent and Master Gardener Program Volunteer Coordinator, by calling 386-752-5384 or e-mail eeeck@ufl.edu.

Thank you for your interest in the Master Gardener Program.

Sincerely,



Erin E. Harlow
Residential and Commercial Horticulture Agent & Master Gardener Volunteer Coordinator
UF/IFAS Extension Columbia County



2019

**MASTER GARDENER VOLUNTEER
PROGRAM GUIDE**

COLUMBIA COUNTY



2019 COLUMBIA COUNTY MASTER GARDENER VOLUNTEER PROGRAM GUIDE

The Master Gardener Volunteer Program

The rapid urban growth in many areas of the United States coupled with increased interest in the environment and home gardening, have prompted ever-increasing numbers of homeowner questions to County Extension Service Agents. Many of these questions are seasonal in nature and relatively easy to answer assuming that one has horticultural training.

In 1972, an innovative Extension Service Agent in the state of Washington reasoned that well-trained volunteers could respond to many of the everyday homeowner questions, freeing him and his colleagues for more technical and difficult problems. Volunteers, such as Extension Homemakers and 4-H Leaders, had always been a part of the Extension Service but never in the area of homeowner horticulture. So the Extension Agent decided to select, train and certify volunteers as Master Gardeners. They soon succeeded in meeting his desired objectives - in fact, they exceeded his expectations. And so it was the Master Gardener Program began.

Since that time, the Master Gardener Program has grown and is now active in more than 30 states. The Florida Master Gardener Volunteer Program has been around since 1979, and each year, approximately 4,700 Master Gardener Volunteers contribute a total of 365,000 hours of service, helping to make their communities better informed, more sustainable and more beautiful. The Master Gardener Volunteer Program in Florida is sponsored by the University of Florida's Institute of Food and Agricultural Sciences (IFAS) of which the Cooperative Extension Service is a part.

What is UF/IFAS Extension?

For a more complete understanding of this unique organization, we must go back to 1862 when the U. S. Congress passed the Morrill Act, which established colleges in each state to be financed through grants of land from the federal government. They became known as "land grant colleges," a name which persists today. These colleges would emphasize teaching practical subjects, such as agriculture and home economics. The 1887 Hatch Act provided for experimental stations at land grant colleges to conduct agricultural research.

Then in 1914, the Smith-Lever Act created the Extension Service as a part of these colleges as a means of disseminating the practical knowledge gained through agricultural research. Florida Agricultural and Mechanical University (FAMU) and University of Florida (UF) at Gainesville are Florida's land grant colleges. The Institute of Food and

Agricultural Sciences (IFAS) is that part of the University of Florida, which has responsibility for the Cooperative Extension Service.

The term "cooperative" refers to the method by which extension services are funded. In Florida, three cooperating tax sources provide funds: The U.S. Department of Agriculture, the State through legislative appropriations and the counties through appropriations by county governments. The word "cooperative" also implies a sharing of information generated through sound research programs at the federal and state levels.

The term "extension" defines this organization's purpose - to extend the information generated at the state and federal level to people at the county level in the form of a "service." The Cooperative Extension Service is an informal educational organization, which provides information in three (3) main areas: Agriculture, Family and Consumer Sciences, and 4-H Youth Development. Community Development, Marine Biology and Energy are associated programs.

The motto and goal of the Cooperative Extension Service is "Helping People Help Themselves." Thus, you can see how well the Master Gardener volunteer concept fits into the ultimate objectives and goals of the Extension Service.

Columbia County Master Gardener Volunteer Program

To broaden the volunteer program in Columbia County for this upcoming year, we need volunteers to help in specific areas. We are asking Master Gardener Volunteers to sign up for certain positions and activities.

Selection to become a candidate for the Master Gardener Volunteer Program is not based on prior training, education, knowledge or experience. All candidates will be considered regardless of race, gender, age, or national origin.

A sincere desire to help others, a desire to learn and a personal commitment to volunteer service are the major selection criteria involved. Basic computer skills are also required. Gardening experience and knowledge are always helpful, but they are by no means a requirement for selection for the Master Gardener Volunteer Program.

2019 Master Gardener Volunteer Training

The Master Gardener Volunteer Program training is demanding and intensive. The training includes educational lectures (live and recorded), hands-on group activities, demonstrations, outdoor activities and weekly quizzes. The training will be held at the Columbia County Extension Office on Tuesdays and Thursdays, 9:00 am to 12:00 pm and 1:00 pm to 4:00 pm (6 hours per day) from September 10th to October 24th. A schedule will be provided at the time of acceptance to the program.

A **\$120.00** fee is required once you are accepted into the training program. This fee includes a student manual, field guides and all training supplies.

Master Gardener trainees can miss only one (1) day of classes due to the quantity of information covered in each session and may be required to make up topics in order to pass the course.

Each trainee is provided with a Master Gardener Volunteer Manual containing the most current recommendations approved by the Institute of Food and Agricultural Sciences at the University of Florida. Other materials and supplies are also included in the course.

At the conclusion of the training, all trainees are required to take a comprehensive, open book examination on the subjects covered and must receive a ***passing grade of 70%***. Only then can the candidate be awarded the title of Master Gardener Volunteer.

In exchange for the knowledge and training received, all new Master Gardener Volunteers are asked to volunteer **75 hours** during their first year and volunteers must abide by policies set forth by UF and the UF/IFAS Columbia County Extension Office. After the first year, volunteers are asked to donate 35 hours of their time to maintain volunteer status.

Columbia County Master Gardener Volunteer Activities

As the Master Gardener Volunteers assist the Extension Office, they are in effect "extending the Extension Service." As such, they provide advice and recommendations that have been well documented as a result of evidence-based research and are supported by the University of Florida, Institute of Food and Agricultural Sciences.

Master Gardener Volunteers deal only with homeowner questions. Extension Agents only may respond to commercial or professional grower or landscaper questions or problems.

All Master Gardener Volunteer activities must provide help to UF/IFAS Extension Columbia County and therefore, must be pre-approved by the Horticulture Agent.

Previously trained, certified Master Gardener Volunteers provide their (35) hours of volunteer time in many ways including working in the office answering gardening questions, writing newsletter columns and fact sheets, making home problem-solving visits, working with youth in the 4-H program, creating educational exhibits, speaking to local organizations, and staffing information booths at community events.

New Master Gardener Volunteers are required to spend at least 25 hours working in the office for continued on-the-job training and mentoring. Activities will include answering gardening questions and working on educational projects. Office volunteer work requires basic computer skills and will help volunteers become comfortable in their new role as educators. New volunteers are also required to spend at least 10 hours in the demonstration gardens at the office. The remaining required volunteer hours may be spent on various out-of-office activities such as plant information clinics, speaking to local groups, working with school gardens, and staffing the Extension booth at the Columbia County Fair.

Learning is on-going for Master Gardener Volunteers. Regular training sessions give Master Gardener Volunteers the opportunity to gain additional timely gardening information. Training is often coupled with the monthly Master Gardener Volunteer meetings, which include field trips led by the Horticulture Agent to various functions around the state. Additionally, UF/IFAS offers advanced Master Gardener trainings. These voluntary sessions provide in-depth information on gardening subjects and are presented by State Extension specialists and other authorities.

COLUMBIA COUNTY MASTER GARDENER VOLUNTEER POLICIES

The title "Florida Master Gardener Volunteer" is to be used only and exclusively in the Florida Cooperative Extension Service Master Gardener Volunteer Program in which the trained and certified Master Gardeners answer gardening questions. Thus, ***Master Gardener Volunteers are expected to identify themselves only when doing unpaid volunteer educational work in this program.***

In addition to the University training, Master Gardener Volunteers have diagnostic support via County Extension Agents and State Extension Specialists. Master Gardener Volunteers also are provided Cooperative Extension Service publications, which discuss University recommendations.

Florida Master Gardeners are advised not to advertise their names or their places of business, nor be listed on the advertisements of business places as Master Gardener Volunteers. This is a University of Florida-Florida Cooperative Extension Service public service program providing unbiased information.

Appearing as a commercial activity, having association with commercial products, or giving implied University or Extension Service endorsement of any product or place of business is improper. In making recommendations, which include the use of chemicals (e.g., insecticides, herbicides, and fungicides), Florida Master Gardener Volunteers are to follow published UF/IFAS Florida Extension recommendations.

Use of other pesticide recommendations is not approved. Cultural problems, which are not specifically covered by Cooperative Extension Service recommendations, may be handled by suggesting treatments, which an experienced Master Gardener Volunteer considers appropriate. Questions concerning commercial production of crops and pest

control on such crops or professional landscapes are to be referred to the appropriate County Extension Agent.

A Florida Master Gardener Volunteer must attend the prescribed hours of instruction and pass an examination administered by the Florida Cooperative Extension Service before becoming a certified Master Gardener Volunteer. ***This certification is restrictive in nature in that it is valid only when the individual is participating in the Florida Master Gardener Volunteer Program and for one year only. If an individual ceases active participation, then the certification as Master Gardener Volunteer becomes void.*** New certifications will be issued each year only to those individuals who make a commitment for participation in the program for the coming year. Those not continuing in the program will not be recertified and should be aware that if they represent themselves as Master Gardener Volunteers, they are violating their original commitment to the Florida Cooperative Extension Service. A volunteer may be dismissed at any time for violating these policies and no reason is required to be given.

The training and experience gained by participation in the Florida Master Gardener Volunteer program is valuable and may rightfully be listed as qualifications when seeking employment. Once employed, and while serving as a paid employee, or if self-employed, Master Gardener Volunteers should not display credentials or give the appearance of being a Master Gardener Volunteer at the place of business.

Experienced Master Gardener Volunteers are likely to receive invitations to speak before groups. **Please do not seek payment for such speaking appearances.** Your work is much appreciated by UF/IFAS Extension Service and Columbia County gardeners who have received or will receive your counsel.

COLUMBIA COUNTY PROGRAM GUIDELINES

RECERTIFICATION as an Active Master Gardener Volunteer - a Master Gardener Volunteer may recertify for participation in the program for another year by:

- (1) Committing to thirty five (35) hours of volunteer work to be completed in one year, AND
- (2) By completing or having completed ten (10) hours of additional horticulture training. Examples of this are: Master Gardener training classes for new trainees, Master Gardener Volunteers advanced training sessions, horticulture classes held at the extension office, horticulture seminars, educational field trips, etc. Check with the Horticulture Agent to see if the training is acceptable.

INACTIVE STATUS - an *inactive* Master Gardener is one who is unable to commit to an additional thirty five (35) hours at present but would like the opportunity to possibly recertify him/herself in the future. The following policies apply:

- (1) An inactive Master Gardener Volunteer is one who is in good standing, having completed his/her original commitment of seventy five (75) hours volunteer service the first year and can recertify at any time.

- (2) Inactive Master Gardener Volunteers are *not* eligible for Master Gardener Advanced Training, monthly mailings, or Master Gardener educational meetings.
- (3) For inactive Master Gardener Volunteers to become reinstated, they must complete ten (10) hours of horticulture training and receive a ***passing grade of 70%*** on a comprehensive examination on the materials covered in basic Master Gardener training.

Pre-Approval

Master Gardener Volunteers will be required to have all projects pre-approved. The Horticulture Agent will decide which projects are assigned to which volunteer and will provide approval.

Required Attendance at Monthly Meetings

Master Gardener Volunteers will be required to attend at least 4 monthly meetings per year. Volunteer hours will not be given for attendance at monthly meetings. However, learning hours may be available if there is an educational portion during the meeting. Meetings are currently scheduled for the third Thursday of the month at 9:00 am.

Reporting of Hours

Master Gardener Volunteers are required to report hours monthly using an online Volunteer Management System (VMS). VMS training will be provided at the appropriate time. This online system requires all volunteers to have an active email address, although a computer at the Extension Office may be used to report hours. New Master Gardener Volunteers will have exactly one year from graduation to complete their 75 volunteer hours. Recertified Master Gardener Volunteers must complete their volunteer hours by Dec. 31st of each year.

Requirements of Columbia County Master Gardener Volunteers

- ✓ Must be outgoing and work well with the public and other volunteers
- ✓ Have a desire to learn and help others
- ✓ Must follow directions and be flexible (we often get requests on short notice)
- ✓ Must have time to volunteer; often those working full time are unable to complete the required hours.
- ✓ Must have a computer or phone with internet access and email: this is the only way to disseminate information between meetings in a timely manner and report volunteer hours.
- ✓ Each year, all Master Gardener Volunteers are required to work on a project (whether an ongoing project or a new project), and are also required to conduct an educational program or demonstration, or work in the office answering homeowner questions.
- ✓ New Master Gardener volunteers are asked to work a minimum of 25 hours in the office answering homeowner questions and working on educational projects and 10 hours in the demonstration gardens.
- ✓ Since Master Gardener Volunteers work with youth, regular background checks are necessary.

The Institute of Food and Agricultural Sciences (IFAS) is an Equal Opportunity Institution authorized to provide research, educational information and other services only to individuals and institutions that function with non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations. U.S. Department of Agriculture, Cooperative Extension Service, University of Florida, IFAS, Florida A. & M. University Cooperative Extension Program, and Boards of County Commissioners Cooperating.

2019 Master Gardener Volunteer Application

PLEASE TYPE OR PRINT LEGIBLY

NAME: Mr. Mrs. Ms. _____

Nickname, if any: _____

ADDRESS: _____
Mailing Address City ZIP

PHONE: home _____ work _____ cell _____

E-MAIL ADDRESS _____

Are you currently employed? YES NO Occupation: _____

Education: High School College Degree & Major Other advanced training/degree

Have you applied for Master Gardener Volunteer training before? YES NO
If yes, when? _____ Where? _____

Please list any training, practical experience, special interests and/ or hobbies you have had in gardening, horticulture, farming, or related fields:

Please list any specialized skills you have that can be used in the volunteer program e.g., publicity, carpentry, grant research or writing, irrigation systems, etc.

What gardening affiliations do you have (garden clubs, horticultural societies, etc.)?

Are you currently volunteering for other groups or organizations? YES NO

- How did you learn of the Florida Master Gardener Volunteer Program?

- Why do you want to become a Florida Master Gardener Volunteer?

- Do you own a personal computer or have access to the internet? YES NO

- How often do you check email: daily weekly several times daily rarely

- List *all* time periods that you can do volunteer work (e.g. Mondays, Tuesdays, every Friday afternoon, etc.).

- What are the *best* days for you to do volunteer work (e.g. every Friday afternoon, first and third Tuesday of each month, etc.)

- Do you have any physical restrictions that prevent you from working outside in the gardens or greenhouse? (This question is for information purposes and answering yes to this question does not affect acceptance into the program.)

If yes, please explain: _____

I wish to become a Florida Master Gardener Volunteer and would like to be accepted into the training program beginning September 5th 2019. If I am accepted and successfully complete the course of instruction, I agree to donate at least 75 hours of public service in the next 12 months through the Florida Master Gardener Volunteer Program. I have also read, understand, and agree to abide by the policies regarding Florida Master Gardener Volunteers.

Signature _____

Date _____

Project Requests

What Do You Want to Work on as You Volunteer this Year?

Please request the projects that you feel qualified for and/or interested in. Volunteer training and mentoring is offered for each project.

- Work in Extension office answering homeowner questions. This would involve working a 3 to 4-hour shift on a specific day(s) when you are available. (Required for new volunteers)
- Write articles and gardening tips for the horticultural newsletter and/or Facebook page (1/2 page or less).
- Teach youth to garden during youth gardening programs held at area schools.
- Work in greenhouse or shade house performing grower tasks such as potting plants, watering, pruning, deadheading, etc.
- Design landscape plans for new *demonstration gardens* at the Extension office.
- Staff community plant clinics held in retail garden centers or other locations. Homeowners will ask you their gardening questions and you will have educational information to distribute to them.
- Conduct online research and gather information for publications, county fact sheets, and class presentations (to be completed by the Horticulture Agent).
- Assist with 4-H clubs and summer day camps. Plan gardening activities, crafts, and games. Work to execute program and/or act as a guest speaker using related curriculum.
- Create educational posters and displays that can be used for teaching during community events.
- Give gardening presentations (on a topic you are comfortable with) to various groups such as garden clubs, churches, neighborhood associations, the VA, or civic groups. These groups sometimes request speakers on a variety of topics.
- Plant, maintain and create signage for demonstration gardens at the Extension Office.
- Provide on-going teaching and horticulture knowledge to organizations like the VA and CARC.
- Create new projects: (please give an example) _____

UF/IFAS Policies Regarding Florida Master Gardeners

Within the state of Florida, 56 counties currently maintain active Master Gardener Volunteer programs. This being the case, a need exists for the establishment of standards for all Florida Master Gardener Volunteers to represent their county in a manner consistent with exemplary citizenship and leadership.

To become a certified Florida Master Gardener Volunteer, one is required to attend the prescribed hours of instruction and pass an examination administered by the University of Florida/IFAS Cooperative Extension Service. This certification is restrictive in nature and is valid only for one year and when the individual is participating in the Florida Master Gardener Volunteer Program. New certifications will be issued each year only to those individuals who make a commitment for participation in the coming year.

As a certified Florida Master Gardener Volunteer, you will be eligible to attend educational programs such as the Florida Master Gardener Continued Training Conference offered by the University of Florida, as well as local educational programs and field trips provided by the county agent. Master Gardener Volunteers are also provided with the most recent information available on environmental horticulture issues and related topics by the County Master Gardener Volunteer Coordinator and State Extension Specialists.

Master Gardener Volunteers are encouraged to participate in all components of the planned program (including record keeping), be responsive to the reasonable requests of the county agent in charge and be respectful of the need for personal safety and the safety of others. Whenever injuries do occur, they should be reported to the County Master Gardener Volunteer Coordinator immediately. Along with active participation, Master Gardener Volunteers are expected to uphold a professional demeanor. The University of Florida/IFAS Cooperative Extension Service functions without regard to race, sex, or national origin and does not tolerate:

- ❖ Possession of alcohol or drugs in the workplace;
- ❖ Abuse or theft of public or personal property;
- ❖ Sexual harassment or misconduct;
- ❖ Verbal abuse or failure to cooperate with other Master Gardener Volunteers, staff members, and/or the public;
- ❖ Possession or use of weapons or fireworks in the workplace;
- ❖ Defamation of the organization;
- ❖ Creating an implied or outright University or Extension Service endorsement of any product or place of business;
- ❖ Misrepresentation of sources of information;
- ❖ Consistently giving out incorrect information;
- ❖ Use of state and/or county equipment without authorization.

Master Gardener Certification may become void when an individual ceases active participation in the program or dismissal may result from violations described above. Illegal activities will be referred to law enforcement. Those individuals not continuing in the program should be aware if they represent themselves as Florida Master Gardeners, they are violating their original commitment to the University of Florida/IFAS Cooperative Extension Service.

The training and experience gained by participation in the Florida Master Gardener Volunteer program are valuable and may rightly be listed and featured as qualifications when seeking employment. Once employed, and while serving as a paid employee, or if self-employed, Master Gardeners shall not display credentials or give the appearance of being a Florida Master Gardener Volunteer at the place of business.

Experienced Florida Master Gardener Volunteers may be invited to speak before various community groups. Please do not seek payment for such speaking appearances. Gratuitous personal payments (i.e., in the form of cash or gifts) for such presentations are not encouraged.

The title "Florida Master Gardener Volunteer" is to be used only and exclusively in the University of Florida/IFAS Cooperative Extension Service Master Gardener Volunteer Program in which trained and certified Florida Master Gardener Volunteers answer gardening questions. Master Gardener Volunteers are expected to use the title only when doing unpaid volunteer educational work on the behalf of the University of Florida/IFAS Cooperative Extension Service. Florida Master Gardener Volunteers shall not use the Florida Master Gardener title in any advertisements or activities not related to University of Florida/IFAS Master Gardener activities. The Florida Master Gardener Volunteer program represents a University of Florida Cooperative Extension Service public education program and one should avoid having association with commercial products or implying University of Florida/IFAS Cooperative Extension Service endorsements of any product or place of business.

In making recommendations, which include the use of chemicals (i.e., insecticides, herbicides, and fungicides), Florida Master Gardener Volunteers **MUST FOLLOW PUBLISHED** University of Florida/IFAS Cooperative Extension recommendations. Cultural problems that are not specially covered by University of Florida/IFAS Cooperative Extension Service recommendations may be handled by suggesting treatments, which an experienced Master Gardener considers appropriate. If you are making a recommendation based on personal experience, state clearly that you are speaking for yourself and not the Extension Service. Questions concerning any commercial horticultural enterprise (i.e., vegetable production, fruit crops production, landscape maintenance of golf course, recreational park, school grounds or commercial nursery production) are to be referred to the local Horticulture Extension Agent.

Special Note:

Individuals who are not acting on behalf of the University of Florida/IFAS Cooperative Extension Service are strongly urged to make every effort to minimize the appearance of being on duty before making any recommendations in the area of horticulture. Speaking "off the record" is your right; however, make sure everyone knows you are speaking for yourself and not the Extension Service.

.....

I have read the above policies regarding my services as a Florida Master Gardener volunteer and do here by agree to give at least 75 hours of service in my first year and at least 35 hours in each subsequent year to the Florida Master Gardener Volunteer Program in return for the training provided by the University of Florida/IFAS Cooperative Extension Service.

I have also read the state guidelines regarding active/inactive status of Master Gardeners and understand the recertification policy.

Agent

Date

Signature of Applicant

Date

Florida Master Gardener Volunteer Screening Application

Citizens interested in volunteering for the UF/IFAS Extension Florida Master Gardener Volunteer program must complete this application. Acceptance is contingent on return of this form to your county Extension office for submission and clearance through appropriate screening processes. These processes are in place to help ensure the safety and well-being of all Extension program participants.

General Information

Name: _____ Male Female

Mailing Address: _____

City: _____ County: _____ Zip: _____

How long have you lived at this address? _____ Years _____ Months

(If less than 5 years, attach a sheet listing all previous addresses for the past 5 years.)

Day phone: _____ Evening phone: _____

Email address: _____

List **work** experience during the past 5 years, with most recent experiences first. Add pages if needed.

Employer	Position/Title	City/State	Years

Have you ever pled no contest or guilty to a criminal offense or have you been convicted and/or had adjudication withheld for a criminal offense involving a minor (including a deferred imposition of sentence)? Yes No
If yes, explain:

Note: A criminal record will not necessarily disqualify an applicant. A criminal record will be considered as it relates to specific responsibilities of the volunteer role.

I certify that the above information is correct. I authorize the University of Florida IFAS Extension Service to request information for conducting a background check and to contact references. I authorize a check of my driver's license record as needed. I understand that misrepresentation or omission of the facts requested is just cause for non-appointment as an Extension program volunteer. My signature and information below are necessary to process this application.

Signature

Date

Date of Birth

Driver's License Number (State)

Thank you for your application. Return the application to the county Extension office at your earliest convenience.

UF/IFAS Extension
Background Screening Form

Volunteers who want to work with youth or in some cases all volunteers of a county University of Florida IFAS Extension Master Gardener Volunteer program must complete this background screening form. Acceptance as a volunteer or the ability to work with youth on a regular basis is contingent on the return of this form to the County Extension Office for submission and clearance through the appropriate screening process. These processes are in place to help ensure the safety and well-being of all Extension program participants.

Date: _____ County: _____

Print Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: ____ / ____ / ____

Driver's License #: _____ State: _____

Signature: _____