



University of Wisconsin Extension Master Gardener Volunteer Agreement

The intent of this agreement is to assure UW- Extension Master Gardener volunteers of our deep appreciation of your services and to indicate our commitment to do the very best we can to make your volunteer experience a productive and rewarding one.

In the capacity of a certified UW-Extension Master Gardener volunteer, I understand and agree to:

- Comply with training, certification, and re-certification requirements, **currently a minimum of 24 hours of approved volunteer service and 10 hours of approved continuing education annually.**
- Provide non-biased horticultural information endorsed and sanctioned by University of Wisconsin Extension.
- Disseminate horticultural information to all who request it, without regard to race, color, religion, sex, age, national origin, disability or sexual orientation.
- Cooperate with and support UW-Extension staff members to jointly further the missions and objectives of the UW-Extension Master Gardener Program.
- Consistently exhibit a professional manner to UW-Extension staff, other volunteers and the public.
- Use the title of UW-Extension Master Gardener as intended to signify a trained individual actively volunteering in the UW-Extension Master Gardener Program. Master Gardeners are expected to identify themselves as such only when doing unpaid public service work through UW-Extension sponsored or approved programs. The title is not to be used to advertise names or places of business, nor to associate the Master Gardener name with commercial products or give implied endorsements of any product or place of business.
- Follow state and federal laws and regulations as well as the fiscal policies and guidelines of the local Extension Unit and the University of Wisconsin.
- Recognize that verbal or physical abuse, failure to comply with equal opportunity and anti-discrimination laws, or committing criminal acts may be grounds for termination as a UW-Extension Master Gardener.
- Refrain from using or possessing weapons, alcohol or illegal substances while participating in volunteer activities. Being under the influence of alcohol or illegal substances or possessing a weapon during Master Gardener service may result in termination as a UW-Extension Master Gardener.
- Provide my own transportation and pay my own expenses incurred as part of official volunteer activities. Expenses may be tax deductible with proper documentation. Actual out-of-pocket expenses for supplies and materials provided by volunteers may also be recovered through program or class fees charged to participants upon prior approval.
- Give permission to disclose my identity and to reproduce and distribute videotapes, films, photographs and transparencies of me taken at approved UW-Extension Master Gardener programs.
- Abide by the spirit of the above rules and follow current UW-Extension Master Gardener program policy guidelines in order to maintain my certification as an UW-Extension Master Gardener.

I further understand that UW-Extension will:

- Disseminate research-based horticultural information to all who request it, without regard to race, color, religion, sex, age, national origin, disability or sexual orientation.
- Support UW-Extension Master Gardener volunteers and the WI MG Association (WIMGA).
- Provide training, supervision, and direction to volunteers through the local county UW-Extension office.
- Communicate expectations and responsibilities of the program to volunteers.
- Uphold and cultivate a trustful relationship between staff and volunteers.
- Provide continuing education opportunities such as Specialized Training and assisting the WIMGA in offering their annual state Master Gardener conference.
- Provide a state Master Gardener web site.
- Provide a state Master Gardener newsletter to WIMGA members.
- Provide UW-Extension reference materials.
- Provide a safe working environment within the UW-Extension office.
- Provide reasonable access to UW-Extension professionals.
- Match volunteer skills and interests with volunteer opportunities within the local Extension Unit.

The purpose of the UW-Extension Master Gardener Program is to provide horticultural information specific to local climates, soils and plants, and training to the gardening public, based on University research, when available.

I have read and understand this volunteer agreement. I further agree to abide by the conditions and behavioral expectations of this document. I understand that my failure to comply with these expectations may result in my termination as a UW-Extension Master Gardener volunteer.

Master Gardener Participant:

Name (Please print)

Current Mailing Address (Street, City, State, Zip)

County

Telephone

Signature

Date

UW-Extension Representative:

Name (please print)

Signature

Date

This UW-Extension Annual Volunteer Agreement will be on file in the local county UW-Extension office.

Approved May 10, 2005