

# Iowa State University Extension and Outreach

## Master Gardener Annual Volunteer Agreement

*The intent of this agreement is to assure Iowa State University 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.*

*The purpose of the Iowa State University Extension Master Gardener Program is to provide horticultural information specific to local climates, soils and plants, and training to the general, non-profit gardening public, based on research-based information.*

In the capacity of an Iowa State University Extension and Outreach Master Gardener volunteer, I understand and agree to:

- Work with local Extension staff and volunteers to implement a program of excellence in the community.
- Comply with training, documentation, and continuing education requirements, set by the Iowa State University Master Gardener Advisory Committee, currently a minimum of 20 hours of approved volunteer service and 10 hours of approved continuing education annually, reported through the online hours reporting system.
- Agree to abide by current Iowa State University Extension and Outreach background screening policies.
- Provide research-based horticultural information endorsed and sanctioned by Iowa State University Extension and Outreach.
- Disseminate Iowa State University horticultural information to the general public, without regard to race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran..
- Refer commercial horticulture inquiries to the appropriate extension educator or specialist.
- Cooperate with and support extension staff members to jointly further the missions and objectives of the Iowa State University Master Gardener Program.
- Exhibit professionalism to extension staff, other volunteers and the public.
- use the title of Iowa State University Extension Master Gardener **only** when doing unpaid public service work through ISU-sponsored or approved programs. The title is not to be used to advertise names or places of business, nor to associate the Master Gardener organization with commercial products or give implied endorsements of any product or place of business.
- Abide by state and federal laws and regulations as well as the policies and guidelines of the local extension office and Iowa State University.
- Recognize that verbal or physical abuse, failure to comply with equal opportunity or anti-discrimination laws, or committing criminal acts may be grounds for termination as an Iowa State University 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 an Iowa State University 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 of the county extension staff.
- If I drive others or use a personal vehicle as part of my approved volunteer role I will possess a valid Iowa driver's license and at least the minimum amount of state-required automobile insurance.
- Abide by Iowa Department of Agriculture licensing requirements for the application of pesticides when acting as a Master Gardener volunteer

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Master Gardener volunteer

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Iowa State University Extension & Outreach Staff