



University of Illinois Extension Master Gardener Trainee/Intern Agreement

The purpose of the University of Illinois 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 University of Illinois research, when available.

In the capacity of a University of Illinois Extension Master Gardener trainee/intern, I understand and agree to:

- abide by the University of Illinois Extension Volunteer Code of Conduct.
- successfully complete all Master Gardener core course training units.
- work with local Extension Unit staff and volunteers to implement a program of excellence in the community.
- comply with training, documentation, and certification, requirements, as delineated in the *Illinois Master Gardener Manual*, **currently a minimum of 40 hours of approved volunteer service** to complete my internship.
- provide non-biased horticultural information endorsed and sanctioned by University of Illinois Extension.
- make all reasonable effort to assure that horticultural information is accessible to the general public and nonprofit public.
- refer non-home gardener inquiries to the appropriate UI educator or specialist.
- cooperate with and support Extension Unit staff members to jointly further the missions and objectives of the University of Illinois Extension Master Gardener Program.
- consistently exhibit a professional manner to Extension Unit staff, other volunteers, and the public.
- use the title of University of Illinois Extension Master Gardener **only** when doing unpaid public service work through University of Illinois 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 policies and guidelines of the University of Illinois, local Extension Unit and Master Gardner sponsors and partners.
- 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 director.
- abide by the Illinois Department of Agriculture licensing requirements for the application of pesticides when acting as a Master Gardener volunteer.
- possess a valid Illinois driver’s license and the minimum amount of state required automobile insurance if I drive others as part of my approved volunteer role.
- abide by the spirit of the above rules and follow current University of Illinois Extension Master Gardener program policy guidelines in order to obtain my certification as an Extension Master Gardener.
- receive email communications from Extension staff in order to stay up to date on volunteer activities.
- Illinois Extension agrees to provide orientation, training, supervision, and support deemed necessary by Illinois Extension for the successful fulfillment of my volunteer responsibilities.

I have read and understand this volunteer agreement. I am at least 18 years of age and have the full right and authority to execute this 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 University of Illinois Extension Master Gardener volunteer.

Name (Please print)

Signature *Date*

COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES
University of Illinois, U.S. Department of Agriculture, Local
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provides equal opportunities in programs and employment.