University of Illinois Extension Master Gardener
Annual Volunteer Agreement

The intent of the agreement is to assure University of Illinois Extension Master Gardener volunteers of our
depth 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 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 certified University of Illinois Extension Master Gardener volunteer, I understand and agree
to:

- work with local Extension Unit staff and volunteers to implement a program of excellence in the community.
- comply with training, documentation, certification and re-certification requirements, as delineated in the Illinois
  Master Gardener Manual, currently a minimum of 30 hours of approved volunteer service and 10 hours of
  approved continuing education annually.
- 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, nonprofit
  public, without regard to race, color, religion, political beliefs, national or ethnic origin, immigration or citizenship
  status, sex, gender identity and expression, transgender status, sexual orientation, age, marital or family status,
  educational level, learning style, pregnancy, physical appearance, body size, and individuals with disabilities.
- 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 local Extension Unit and
  University of Illinois.
- 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 University of Illinois 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 University of Illinois 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 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 drivers license and the minimum amount of state required automobile insurance if I will
  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 maintain my certification as an Extension Master Gardener.
- receive email communications from Extension staff in order to stay up to date on volunteer activities.

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I further understand that University of Illinois Extension will:

- make all reasonable effort to assure that horticultural information is accessible to the general public, nonprofit public, without regard to race, color, religion, political beliefs, national or ethnic origin, immigration or citizenship status, sex, gender identity and expression, transgender status, sexual orientation, age, marital or family status, educational level, learning style, pregnancy, physical appearance, body size, and individuals with disabilities.
- support Extension Master Gardener volunteers.
- provide equipment, training, supervision, and direction to volunteers through the local Extension Unit.
- 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 the annual state Master Gardener conference.
- provide a state Master Gardener web site and communications from the state program.
- provide University of Illinois reference materials.
- provide a safe working environment within the University of Illinois Extension office.
- provide access to University of Illinois Extension professionals.
- match volunteer skills and interests with volunteer opportunities within the local Extension Unit.

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.

University of Illinois Extension Master Gardener Participant:

__________________________________________________________________________
Name (Please print)                                      e-mail address

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

__________________________________________________________________________
County Office                                      Volunteer Telephone number

__________________________________________________________________________
Signature                                             Date

University of Illinois Extension Unit Representative:

__________________________________________________________________________
Name (please print)                                      Title

__________________________________________________________________________
Signature of staff member                             Date

This University of Illinois Extension Annual Volunteer Agreement will be on file in the University of Illinois Extension Unit office.