

**Volunteer Policy Agreement**  
**Kansas Extension Master Gardener Program - Douglas County**

The purpose of the Extension Master Gardener (EMG) program is to provide trained volunteers willing to serve as program assistants for educational programs developed and supported by extension councils and K-State Research and Extension. The local extension council should be involved in implementing and monitoring progress with the EMG program with frequent reports of program impact and activities.

The Douglas County Extension Master Gardener (EMG) program is a volunteer program authorized and organized by K-State Research and Extension -- Douglas County in cooperation with Kansas State University. Master Gardener volunteers agree to abide by the rules and regulations established by the State, County, and local EMG Association.

Applicants agree to attend all sessions of the prescribed basic training and volunteer 40 hours in the first year following training. This will certify them as an active EMG. Continued certification (preceding years) requires members to complete 30 volunteer hours and 10 advanced education hours per year. The service year is January 1 to December 31.

EMG's operate under the control of a trained Extension professional responsible for monitoring their performance and the progress of their continuing education. EMG's are expected to provide recommendations based on research-based information.

EMG's are advised not to advertise their names or their place of business, nor to be listed on the advertisements of business places as "*Extension Master Gardener.*" This is a Kansas State University public service program. Appearing as a commercial activity, having association with commercial products, or giving implied Kansas State University endorsements of any product or place of business is improper.

As a Kansas EMG:

1. I am accountable to the Extension Agent—Horticulture, local coordinator, K-State Research and Extension, and Kansas State University for my actions. I will work within the Master Gardener Program as an EMG volunteer
2. I will work as a "team player" for the good of the EMG program, work cooperatively with clients, other volunteers and extension staff and treat them with respect.
3. I will not endorse products or participate in the EMG program for personal gain nor use the EMG or extension rosters for personal business nor share these rosters with other entities.
4. As an EMG Volunteer I serve at the request of the local Extension Unit and may be removed from service at its discretion. I also may resign my volunteer role at any time.

*I have read the above policies regarding service as an Extension Master Gardener volunteer and do hereby agree to abide by them if selected to participate in the program. In addition, I am aware that there is a due process procedure available to me if I feel I have been wrongfully charged with a violation of program standards. I also understand the requirements to become an Extension Master Gardener and maintain certification.*

Printed name of volunteer \_\_\_\_\_

Signature of Volunteer \_\_\_\_\_ Date \_\_\_\_\_