

## PART II: THE MEMORANDUM OF AGREEMENT

### Description

This agreement is intended to indicate the seriousness with which the Alabama Cooperative Extension System considers its relationship with volunteers. The intent of the agreement is to assure you of our appreciation of your services and to indicate our commitment to do the best we can to make your volunteer experience productive and rewarding.

In the capacity of a Master Gardener volunteer, I understand and agree:

- To disseminate research-based, Extension-approved information to all who request it without regard to sex, race/color, religion, national origin, age, Veteran's status, or disability.
- To only provide horticultural information endorsed and sanctioned by the Alabama Cooperative Extension System and to refer all questions concerning commercial horticulture and agriculture to an Extension agent.
- To make noncommercial, home-horticulture-related pesticide recommendations, written or verbal, only when they are consistent with published Alabama Cooperative Extension System recommendations (ANR-0500-B). Local programs may require that an Extension agent handle all chemical recommendations. **Check with your Extension agent first.**
- The Baldwin County Master Gardener Program requires a minimum of 50 hours volunteer time on the Helpline and/or in direct support of other ACES programs.
- To comply with training ( 50 hours in class), documentation of approved volunteer hours (minimum 50), and all other certification requirements as delineated in the Master Gardener program policy. Reference chapter 1 in the Master Gardener Handbook
- To provide my own transportation and pay my own expenses incurred as part of official volunteer activities (a Master Gardener's expenses may be tax deductible with proper documentation).
- To refrain from using alcohol or illicit drugs while participating in volunteer activities, volunteering while intoxicated, and from possessing any weapons during volunteer activities.
- To my responsibilities as described in the Description of Volunteer Duties and Responsibilities (page 5). I further understand that as a volunteer, ACES and Auburn University will not provide me with medical insurance.
- To cooperate with and support Extension employees and fellow Master Gardeners to jointly further the mission and objectives of the Master Gardener program and Home Grounds team.
- To cultivate and uphold a trustful relationship with Extension staff and other volunteers, and consistently exhibit a professional manner to staff, volunteers, and the public.
- To use the title of Master Gardener as it is intended: to identify an individual, who has received training in horticulture and related subject areas, and actively volunteering with the Master Gardener program. I understand that I may only identify myself as a Master Gardener when doing unpaid, volunteer public service on behalf of ACES. I further understand that the function and existence of the Alabama Master Gardener educational program is subject to the complete discretion of the Alabama Cooperative Extension System.
- To refuse to accept any personal gratuitous payment for speaking or any other volunteer service activity on behalf of the Alabama Cooperative Extension System.
- To refrain from using my name with the title of Master Gardener for commercial publicity or private business. Participating in a commercial activity, having association with commercial products, or giving implied university or Extension system endorsements to any product or place of business is in violation of Extension policies.

I further understand that the Alabama Cooperative Extension System will:

- Disseminate research-based, land-grant university, horticultural information to all who request it without regard to sex, race, religion, color, national origin, age, Veteran's status, or disability.
- Support the Alabama Master Gardener Program volunteers, with Extension agents and the state Master Gardener Program coordinator serving in an educational advisory capacity to local Master Gardener associations and the Alabama Master Gardeners Association, Inc., respectively.

Support will be to:

- Provide equipment, training, supervision, and direction to create a safe volunteer experience.
- Communicate the expectations of and the responsibilities to the program with volunteers.
- Uphold and cultivate a trustful relationship between Extension employees and volunteers.
- Dismiss a volunteer who violates the policies of this program.

The following are grounds for immediate dismissal: possession of or abuse of alcohol or illicit drugs while volunteering, abuse or theft of property, sexual harassment or misconduct, verbal abuse of others, possession or use of weapons while volunteering, defamation of the program or its affiliates.

**I have read and understand this Memorandum of Agreement and the Master Gardener Program Policy and further agree to abide by the conditions of this memorandum until it is revoked or revised.**

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Volunteer's name (please print)

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County name

Volunteer's signature \_\_\_\_\_

Date \_\_\_\_\_

Extension agent's signature \_\_\_\_\_

Date \_\_\_\_\_

(A copy of this Memo of Agreement will be given to you as a reference to keep)