

Utah State University Extension Master Gardener Program Handbook



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What Is Utah State University Extension?

Though more than 100 years old, Extension is as vital as ever, and perhaps even more so, due to the increased diversity and complexity of the issues people encounter today. The Cooperative Extension System continues its longstanding tradition of extending the land-grant university to the people to improve the quality of life for individuals, families, and communities.

With university faculty and staff serving the states and territories, most located in over 3,000 counties across the country, the County Extension Office is truly the front door to America's land-grant universities.

Extension is unique in structure and function. As a partnership of federal, state, and local governments, the Extension system, with its network of county offices and state universities, is positioned to deliver educational programs at the grassroots level throughout the nation. This integration of teaching, research, and public service enables the Extension System to respond to emerging issues with research-based, unbiased information.

What Is the Master Gardener Program?

The Master Gardener Program is a national volunteer training program sponsored by the local land-grant university. It is an important component of the University Extension Service that strives to extend the resources and information from the university to the public. After completing the training and becoming certified, Master Gardeners become a vital part of the Extension educational community.



In 1972, Ogden native and USU graduate, Dr. Dave Gibby of Washington State University, soon realized the demands on an Extension horticulturist for gardening advice were overwhelming. Building on successful Extension volunteer program models, such as Extension Homemakers and 4-H Club Leaders, Dr. Gibby developed a horticultural volunteer training program - the Extension Master Gardener Program.

The USU Master Gardener Program was established in Utah in the 1980s. It is now taught in many counties throughout Utah.

The Extension Master Gardener volunteer training program provides participants with basic knowledge, training, and tools in order to assist local university horticulture faculty in the dissemination of research-based, unbiased information.

Volunteers are based in local counties and assist with educational workshops, supporting Extension-sponsored community service projects, and diagnosing yard and garden problems for the public.

Purpose

The Utah State University Master Gardener Program, sponsored by USU Extension, is a volunteer training program designed to meet the horticultural needs of the local community.

The goal of the program is to assist USU Extension horticulture faculty in the dissemination of research-based, non-biased information about gardening and home horticulture to the community through trained and certified volunteers.

Volunteer Commitment

To become certified as a USU Master Gardener, participants must complete the in-class training and contribute a **minimum of 40 hours of approved volunteer service** on behalf of USU Extension at the local county level.

After completing the training and meeting the volunteer service hour requirement, participants will be awarded a USU Master Gardener certificate.

The program is coordinated at the local county level by a university faculty member(s) or coordinator(s). This person oversees volunteer training and approves Extension-sponsored volunteer projects. Specific volunteer projects should reflect local needs and meet the overall educational goals of the USU Extension Master Gardener Program.

Work performed by Master Gardeners is voluntary. Participants **may not be paid** for their volunteer service. If a volunteer provides services at his or her place of employment as a part of their job responsibilities, this time should not be counted toward volunteer service hour requirements for the USU Extension Master Gardener Program.

All potential Master Gardener volunteers will be required to read and agree to all policies explained in this Master Gardener Program Handbook.

Volunteer Projects

USU Master Gardener volunteers must always consult their USU Extension county coordinator(s) before committing to any new or time-consuming volunteer projects. All projects must be approved by the county coordinator(s). It is the responsibility of the volunteer to confirm which activities count toward volunteer service hours and which count as continuing education.



Fees and Materials

Once accepted into the program, participants are charged a fee that covers the cost of supplies and literature distributed during the in-class portion of the training, including a copy of the Utah Master Gardener Manual.

Fees are based on USU Extension cost recovery policies and may vary from county to county. Each county coordinator(s) will determine pricing based on local program needs.

Application Process

As part of the USU Master Gardener Application process, all participants must:

1. Submit a signed copy of the USU Master Gardener Volunteer Program Application to their local county Extension office/county coordinator. See **Appendix B: USU Master Gardener Volunteer Program Application**, page 12.
2. Be willing to provide a current government-issued photo ID.
3. Consent to **potential** background check screening (see page 7 for explanation).
4. Pay training fees charged by the county in which the volunteer will participate.
5. Sign the Conditions of Volunteer Service Form once the volunteer has been accepted into the Master Gardener Program* (Appendix C, page 13).

**Submission of the USU Master Gardener Volunteer Program Application does not guarantee automatic admission. Acceptance into the program, along with class, size is determined at the local county level.*

By completing the USU Master Gardener Program application and signing the Conditions of Volunteer Service Form (Appendix C, page 13), participants acknowledge that they have read and agree to abide by the behavioral expectations in this document and understand that failing to comply with these expectations may result in being terminated as a USU Master Gardener volunteer.

The Training

The Master Gardener Volunteer Training Program is broken into two segments. The in-class portion consists of lecture-style instruction, while the volunteer portion consists of hands-on workshops, service projects, and/or labs.

In order to gain certification, participants in the Master Gardener Program are required to attend a minimum of 85 percent of all in-class lectures along with 40 hours of Extension-sponsored volunteer projects.

The Master Gardener in-class training covers a broad spectrum of horticultural topics, including, but not limited to:

- Basic botany
- Soils and fertilizers
- Irrigation
- Fruit and vegetable management
- Weed identification
- Pest/disease diagnosis
- Turf grass
- Herbaceous ornamentals
- Woody ornamentals
- Entomology
- Integrated pest management

The in-class portion of the trainings are typically held between January and April. The volunteer portion of the program builds on the in-class training and occurs throughout the subsequent growing season.

Timing of classes, workshops, and labs will vary according to local needs. If needed, participants may attend a lecture in an adjacent county to meet the requirement of 85 percent attendance for certification. This will be at the discretion of both local USU Extension county coordinator(s) involved.

Certification

After completing the in-class requirement, along with a minimum of 40 hours of volunteer service, Master Gardener students will receive a certificate from Utah State University Extension via their county coordinator(s) verifying that they have met all Master Gardener Program requirements.

The USU Extension county coordinator(s) will determine a suitable time or occasion for the presentation of this certificate. See **Appendix D: Sample USU Master Gardener Certificate**, page 14.

15-Hour Annual Volunteer Requirement

Once an individual has completed the requirements associated with becoming a certified USU Master Gardener, an annual expectation of at least **15 hours** of continued volunteer service or continuing education hours per year are required to maintain an active status as a Master Gardener during subsequent years.

These 15 hours will be determined and approved by the local county coordinator(s).

Active Master Gardeners are also expected to sign and update any copies of USU Master Gardener forms deemed appropriate or necessary by the county coordinator(s).

Use of Master Gardener Title

The USU Master Gardener title may only be used as part of Utah State University Extension Master Gardener volunteer training program. Participants are expected to identify themselves

as USU Master Gardeners **only** when they are performing approved volunteer work.

The official USU Master Gardener title should never be used in advertisements for specific businesses except where the USU Master Gardener program is sponsoring an educational program approved by the county coordinator.

The title may never be used for commercial purposes, personal financial gain, or to promote a specific business or product.

The title may, however, be used to demonstrate certification on job applications and resumes.

Cross-County Volunteering

Participants who live in counties along the Wasatch Front may, out of necessity or convenience, attend or volunteer in another county's Master Gardener program. In these instances, approval from the local county coordinator(s) is required.

According to USU State Master Gardener policy, the following guidelines should be adhered to:

1. The application must be submitted and fees paid to the USU Extension county office where the participant will be attending the in-class training.
2. A minimum of 20 of the 40 volunteer service hours must be completed in the county where in-class training was provided.
3. It is the responsibility of the participant to request permission from all county coordinators involved prior to completing any volunteer service across county lines.

Reporting Volunteer Activity and Hours

Many counties offer an online Volunteer Management Software (VMS) reporting system. This VMS system is used to communicate efficiently with volunteers, track volunteer activities, and conveniently report service hours.

USU Master Gardeners should speak to their USU Extension county coordinator(s) about the approved method and timing for reporting volunteer activity and service hours.

Volunteers who do not report volunteer hours may be removed from the software, preventing them from receiving Master Gardener updates and information regarding volunteer activities.

Expectations for Volunteer Behavior

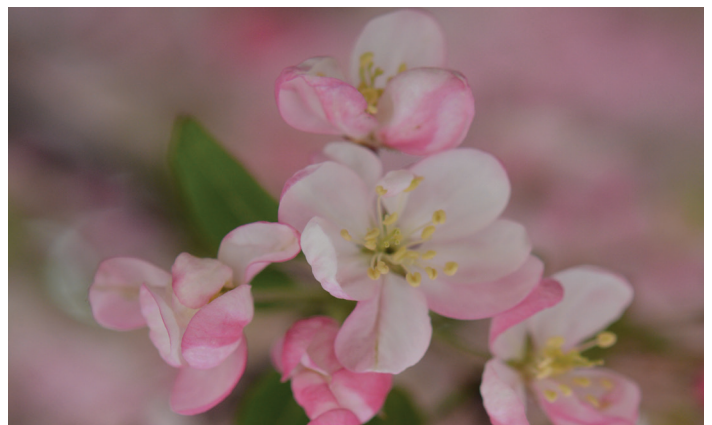
The following behavioral expectations are required by each USU Master Gardener volunteer and are based on a commitment of service, professional conduct, and mutual respect for Extension faculty, other volunteers, and the public in general.

Violation of any of the following may result in termination as a USU Master Gardener volunteer (See Appendix C, page 13).

As a USU Master Gardener volunteer, you will:

1. Conduct yourself in a polite, respectful manner and do your best to work together with others.
2. Respect and adhere to the rules, policies, and guidelines established by USU Extension and abide by all applicable state and federal laws.

3. Accept the supervision and support from USU Extension county coordinator(s) or designated volunteer project manager.
4. Be truthful and honest when representing the USU Master Gardener Program.
5. Recognize that committing any criminal act will not be tolerated.
6. Recognize that verbal or physical abuse will not be tolerated.
7. Understand that failure to comply with equal opportunity and anti-discrimination laws is not acceptable.
8. Understand that being under the influence of alcohol or illegal drugs while representing the USU Master Gardener Program is not acceptable.
9. Operate machinery, vehicles, and other tools and equipment in a safe, lawful, and responsible manner.
10. Use technology and social media in an appropriate manner that reflects your role as a liaison to the university.
11. Only use the USU Master Gardener title for approved, Extension-sponsored volunteer activities.
12. Provide unbiased facts and information to the community with no intended endorsement of specific products, companies, or services.



Being a USU Master Gardener volunteer is a privilege, not a right. If, during the application, training, or volunteering process, the USU Extension county coordinator determines that a participant is not the right fit for the USU Master Gardener Volunteer Training Program, the USU Extension county coordinator reserves the right to deny or remove the participant as a volunteer.

Recommendations to the Public

An important responsibility of USU Extension Master Gardeners is to provide accurate, unbiased, research-based information to the general public with no intended endorsement of specific products, companies, or services.

USU Master Gardener volunteers shall only recommend university-researched, published recommendations when providing information to the public.

Pesticide Information Policy

Answering gardening-related questions may, at times, require recommending pesticides and/or other various control options. Because recommendations regarding chemical products are continuously changing, it is imperative that volunteers stay “up-to-date” on current information regarding pest control options.

As a USU Master Gardener, you are considered a volunteer liaison and representative of USU Extension. Therefore, when it comes to pest management recommendations, only accurate, documented control options provided by research-based institutions and government entities. Always refer clientele to the pesticide label for specific instructions.

USU Master Gardener volunteers are required to adhere to the following policies when providing pest management information:

1. As a USU Master Gardener volunteer, your recommendations should be based on Integrated Pest Management (IPM) strategies.
2. Recommendations must be based off research-based literature and publications.
3. If you or the client are not clear about the information, it is your responsibility to request clarification from the appropriate USU Extension professional.
4. Pest management information you provide must be limited to home landscape, lawn, and garden problems.
5. You will provide multiple treatment options and allow the client to make his or her choice of control or management strategies.
6. USU Master Gardeners shall never recommend non-research supported, “home-remedies” as control options.
7. Never recommend any control options or use contrary to the pesticide label. It is a violation of law to disregard label directions.
8. Direct all questions regarding specific pesticide use, product mixing, or application rates to the pesticide label.



Termination of a Volunteer

In the unfortunate event that a USU Master Gardener volunteer's behavior violates USU State Master Gardener policies or he/she explicitly disregards or undermines the county coordinator(s) efforts, the following process and procedures may be followed:

1. The university faculty and/or county coordinators may send a letter of reprimand to the volunteer identifying the inappropriate behavior.
2. The university faculty and/or county coordinators may solicit input via their volunteer advisory board.
3. A mediation or arbitration meeting may be initiated between the USU Extension county coordinator(s), the volunteer and another third-party (*including the state master gardener coordinator or the county or regional extension director*).
4. A formal probation period may be initiated, where explicit goals for improvement are set and agreed on by both parties.
5. **Note:** USU Extension faculty and/or county coordinator(s) reserve the right to immediately terminate any volunteer who demonstrates egregious behavior, illegal or unsafe practices, or if their behavior or actions disregards the health and/or safety of others.

Consent for Background Checks

All USU Master Gardener volunteers must be willing to submit to a background check ***if working with youth or other at-risk groups.***

It is at the discretion of the university faculty and/or county coordinator(s) to determine whether or not a background check is warranted or necessary, depending on the specific volunteer project or university-sponsored activity.

If requested by the university faculty or county coordinator(s), volunteers must provide the following information for a background check:

- Date of birth
- Full name
- Alias/maiden name

USU Master Gardener volunteers must attest that the information they provide is accurate and that they authorize USU Extension to search the following registries:

- National Sex Offender public website:
www.nsopw.gov
- Utah Sex Offender Registry:
www.icrimewatch.net/utah

and that they allow the release of any information on the registries to USU Extension and the university. Misrepresenting or omitting facts with regard to background information or history is just cause for dismissal from the USU Master Gardener Program.

Note: *A criminal record will not necessarily disqualify an applicant, but it will be considered as it relates to specific duties. However, participants shall automatically be disqualified from the USU Master Gardener Program if they have been convicted for crimes of violence or dishonesty or crimes that classify them as sex or violent offenders (as defined by Utah law).*



Official Logo Use and Marketing Materials

The USU Master Gardener Program is sponsored by Utah's land grant university - Utah State University.

The USU Master Gardener logo is trademarked and has been approved by the Utah State University Trademark and Licensing Department and cannot be altered in any manner or used without consent.

The printing of any USU Master Gardener apparel, promotional items, and printed materials should follow university protocol and procedure and must be approved by the USU Extension Marketing Department. They must be purchased from university approved and licensed vendors.

Printed materials, clothing, and other marketing items are purchased at the discretion of each individual county program and/or coordinator(s) and are covered by class tuition and fees.



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Lapse in Volunteer Activity

In order to maintain eligibility in the program and to be considered an "active" Master Gardener, volunteers are required to donate and report at least 15 hours of Extension-sponsored volunteer service each year.

The Master Gardener Program is based on volunteerism. At times, life circumstances may render individuals unable to meet the minimum educational training hours and volunteer requirements.

If not all requirements are met, but some hours were reported, there will be no change to the volunteer's Master Gardener status in the Volunteer Management Software (VMS).

However, if there is a **lapse in service of 2 years or more** from the last active reported hours, the volunteer will be removed from the software and will no longer receive communication and/or updates regarding specific Master Gardener volunteer projects and activities.

Note: It is the responsibility of each volunteer to coordinate the reporting of their volunteer hours with their county coordinator(s). If a volunteer's active status has lapsed for more than 2 years and they wish to reactivate their volunteer status they are required to:

1. Provide current and signed copies of all required forms,
2. Pay a **\$15 reactivation fee** to the appropriate county program, and
3. Request to be added to the online Volunteer Management Software.

Note:

It is the responsibility of the Master Gardener volunteer to coordinate with the university faculty and/or county coordinator(s) in recording volunteer hours using the Volunteer Management Software (VMS).

Transferring Certification

Master Gardeners who were trained in another state and wish to participate in the USU Master Gardener Program must:

1. Contact the county coordinator for the county in which they want to activate status as a USU Master Gardener and provide current, signed copies of all mandatory forms.
2. Provide written verification from their previous county coordinator that they completed the training and volunteer service hours in their previous state.
3. Pay the \$15 reactivation fee in order to be added to the online Volunteer Management Software (VMS).
4. Purchase a copy of the USU Master Gardener Manual.
5. Attend any Master Gardener basic training sessions as determined by their county Master Gardener coordinator.

Advisory Board Role

The role of the Master Gardener Advisory Board is for selected volunteers to consult with and assist the university faculty or county coordinator(s) with the organization and implementation of Master Gardener volunteer projects and educational activities.

Advisory Boards are selected by the county coordinator(s), depending on local program needs, and may serve for a designated length of time decided upon by the county coordinator(s).

Individuals within the Advisory Board shall adhere to the aforementioned behavioral expectations while performing their duties.

Photo Release

USU Master Gardener volunteers are often involved in activities and community projects that are publicized on USU websites, social media, presentations, publications, and other USU Extension marketing materials.

As a volunteer, you recognize and acknowledge that the university faculty may record your participation and photograph in any recorded format including, but not limited to video, audio, and photos for use in any form (including, but not limited to, print, websites, blogs, social media, and the internet).

As a volunteer, you authorize the university to use these images or recordings without restrictions or limitations for any educational or promotional purpose.

If you would like to opt out of this section, see the Photo Opt-Out Release Form (Appendix E, page 15).



Utah State University Nondiscrimination Policy

USU Master Gardener volunteers are representatives of USU Extension and, while performing activities in their role as a Master Gardener, are to avoid discrimination based on race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age (40 and older), disability, or status as a protected veteran.

USU Extension will conduct its programs, services, and activities consistent with applicable federal, state, and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Utah State University's Affirmative Action/Equal Opportunity policy. This can be found at: <https://www.usu.edu/policies/303/>.

Utah State University is an affirmative action/ equal opportunity institution.



A Note from USU Extension's Administration...

Thank you for your interest and commitment to the USU Extension Master Gardener Volunteer Program. Since its adoption decades ago, the Utah Master Gardener Program has been an integral part of Extension's mission to extend our research-based, non-biased information to the local communities we serve.

As an administrative team, we value our long-standing Extension history and community partnerships. This includes our close association with our volunteers. We are grateful for the countless and selfless hours donated by the Master Gardener Program. On behalf of our community partners, neighbors, and our state as a whole, we say thank you. Welcome to the USU Extension family.

Dr. Kenneth L. White - Vice President of USU
Extension and Agriculture



JayDee Gunnell - Statewide Master Gardener
Coordinator



USU Master Gardener Position Description

Title

Utah State University Extension Master Gardener Volunteer

Objective

The Utah State University Master Gardener Program, sponsored by USU Extension, is a volunteer training program designed to meet the horticultural needs of the local community.

The goal of the program is to assist USU Extension horticulture faculty in the dissemination of research-based, non-biased information about gardening and home horticulture to the community through trained and certified volunteers.

Position Description

The USU Master Gardener:

- Assists the USU Extension county coordinator by answering public inquiries via phone, email or other communication outlets; teaching informal classes/workshops to the general public; helping maintain demonstration gardens, and/or performing any other reasonable public service as deemed appropriate by the USU Extension county coordinator.
- Maintains appropriate records and reports volunteer hours as requested by the USU Extension county coordinator in a timely manner.

Requirements

A USU Master Gardener must:

- Complete the intensive basic training program with a maximum of 2 weeks of absence.
- Devote a minimum of 40 hours of volunteer service authorized by the USU Extension county coordinator.
- Be willing to develop knowledge and skills in ornamental horticulture, home gardening, and related areas.
- Effectively communicate with the public in a polite, respectful manner.
- Follow all behavior expectations set forth in the USU Master Gardener Program Handbook.

Supervision

The USU Extension faculty, educator, or staff in each county is responsible to coordinate all volunteer training and activities. The USU Extension county coordinator will review and approve any work or activity for volunteer hour credit. The coordinator will provide any necessary training for volunteers. The coordinator will also provide work space and other needed supplies.

USU Master Gardener Program Application

To become a USU Master Gardener volunteer, you must complete the following:

1. Apply and be accepted into the program.
2. Pay associated class fee(s).
3. Complete the Conditions of Volunteer Service form annually.
4. Attend a minimum of 85 percent in-class training courses.
5. Complete 40 hours of approved volunteer service.
6. Report volunteer hours accurately and in a timely manner.

Name (print): _____ Email: _____

Home Address: _____

Home Phone: _____ Mobile: _____ Work: _____

Current employment status: ___ Full-time ___ Part-time ___ Retired or otherwise not employed

Volunteer Experience

Have you volunteered in other volunteer programs (4-H, schools, etc.)? ___ NO ___ YES

If yes, please specify program(s) and number of years you volunteered.

Do you have experience or skills in communication? ___ NO ___ YES

Please describe your communication skills or experience (i.e., public speaking, writing, teaching)

Do you have any other skills you would use in a volunteer capacity? ___ NO ___ YES

Please describe your special skills or experience (i.e., computers, graphic design, marketing, construction)

Gardening Experience

How many years have you been actively gardening? _____

List your top three areas of gardening interest (i.e., vegetables, fruits, roses, landscaping, etc.)

1.

2.

3.

Have you ever been in a Master Gardener Volunteer Program before? ___ NO ___ YES

If yes, please indicate which state and year you were certified.

Why do you want to become a Master Gardener volunteer? Is there anything else you would like us to know about you?

I agree to the above requirements. If accepted as a volunteer, I will provide non-biased, research-based information only. I will use the term 'Master Gardener' for reference only, not in advertising or for personal monetary gain. I also agree to follow the Utah State University Cooperative Extension Affirmative Action and Equal Opportunity Policies.

Signature: _____ Date: _____

Utah State University is an affirmative action/equal opportunity institution.

Conditions of Volunteer Service Form

Activity: USU MASTER GARDENER VOLUNTEER TRAINING

Date: _____

As a volunteer with Utah State University (USU), please read carefully and sign to acknowledge that you understand the conditions of volunteer service and assume the risks associated with your volunteer activity.

CODE OF CONDUCT

As a USU Master Gardener, you will conduct yourself in a manner that is considerate of other participants and in accordance with the USU Master Gardener Program Handbook. You acknowledge that you have read the USU Master Gardener Program Handbook and that you agree and understand that any action on your part that contradicts any portion of the handbook is grounds for the suspension and/or termination of your volunteer status with the USU Master Gardener Program.

RECORDED MEDIA

You recognize and acknowledge that the university faculty may record your participation and photograph in any recorded format or medium, including, but not limited to, video, audio, photos for use in any form (including, but not limited to, print, websites, blogs, social media, and internet). You authorize such recording and release the university to use your name, likeness, voice, and biographical material to exhibit or distribute such recordings in whole or in part without restrictions or limitations for any educational or promotional purpose.

If you would like to opt out of this section, see Appendix E: Photo Opt-Out Release, page 15.

WORKING WITH YOUTH OR AT-RISK POPULATIONS

A USU Extension Master Gardener must provide a safe environment free of discrimination, sexual harassment, physical abuse or force, verbal or mental abuse, neglect, or other harmful action. You must also commit no illegal or abusive act. USU Master Gardeners who work directly with youth or other at-risk populations such as seniors or disabled populations are required to register with USU 4-H and obtain background clearances. If a USU Master Gardener is invited as a presenter at an event sponsored by a school, scout group, or church program where other adults are present, background clearances are not required. The cost of volunteer background clearances will be covered by the individual Master Gardener volunteer.

WORKERS' COMPENSATION INSURANCE AND FIRST REPORT OF INJURY

If you are injured while volunteering for Utah State University, the first priority is that you get treated. You should immediately inform your supervisor that you have been injured and seek the appropriate treatment. If the injury is not life threatening, you should visit a clinic that participates with the Workers Compensation Fund. A list of participating providers can be found at <https://www.wcf.com/preferred-medical-providers>. If your injury is life threatening, go immediately to the nearest emergency room and seek the appropriate treatment. You, with the help of your supervisor, will need to complete an Employer's First Report of Injury as soon as is practicable after your injury. Please fill out this form as best as you are able and return it along with any paperwork you have received from your physician to USU Risk Management. These documents can be emailed to risk@usu.edu or faxed to (435) 797-1925. Supervisors are also requested to complete a Supervisors Incident Investigation Form that will help identify the causes of the injury and possible methods to prevent the injury in the future.

REPORTING RESPONSIBILITY

Any time you are involved in any accident or exposed to a potential liability situation while performing assigned duties, you MUST inform your USU Extension supervisor as soon as possible. The supervisor must contact USU Risk Management at (435) 797-1844 within **24 hours**. USU Risk Management Services will submit the claim to the State of Utah Division of Risk Management (DRM) once the required documentation is received from the university department. The DRM determines what coverages apply to each claim on a case-by-case basis according to the current policy.

I HAVE READ AND UNDERSTAND THE ABOVE RESPONSIBILITIES AND CONDITIONS OF VOLUNTEER SERVICE.

Volunteer Name (Please Print): _____ Date: _____

Volunteer Signature: _____ Email address: _____

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Sample USU Master Gardener Certificate

Certificate of Achievement

Awarded to

John Doe

November 7, 2018

Date

For successfully completing the requirements of the
“USU Extension – Cache County Master Gardener Program”

JayDee Gunnell

Statewide Master Gardener Coordinator

USU Extension – Cache County



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EXTENSION MASTER GARDENERS

USU Photo Opt-Out Release

Activity: _____ Date(s): _____

Please complete and return this form ONLY if you do NOT wish for USU Extension to record your participation and photograph in any recorded format or medium.

This Photo Opt-Out Release must accompany the appropriate form (i.e., the Conditions of Volunteer Service Agreement) for your ACTIVITY. This Photo-Opt Out Release is applicable and valid for this ACTIVITY, up to 12 months from the date of signature for on-going ACTIVITY. It is suggested that a current photo accompany this form, so that it may be compared to the recorded media taken at the ACTIVITY for the purpose of excluding your likeness from the recorded medium.

I, the undersigned, do not wish the University to record my participation and photograph in any recorded format or medium including, but not limited to, video, audio, photos for use in any form (including, but not limited to, print, websites, blogs, social media, and internet). I understand the University will make reasonable efforts to comply with my request. If I become aware of a recording with my likeness, I will notify the University contact for the ACTIVITY. I understand that the University will then make reasonable efforts to remove my likeness from recordings.

I hereby confirm that I am of legal age (18 or older) and have every right to contract in my own name. I further affirm that I have read the above Photo Opt-Out Release and agree with its contents.

Name (Please Print): _____ Telephone Number: _____

Address: _____ City: _____ State: _____

Signature: _____ Date: _____

Please sign and return this completed form to the local USU Extension Office.

REQUIRED FOR ALL PARTICIPANTS UNDER 18 YEARS OF AGE

I hereby confirm that I am the parent or legal guardian of the above-named participant. On behalf of myself and my spouse, partner, co-guardian or any other person who claims the participant as a dependent, I have read the above Photo-Opt Out Release and agree with its contents.

Parent or Guardian Signature: _____

Date: _____

Note: Complete a new form every 12 months for on going ACTIVITY, when participating in a different ACTIVITY, or when the ACTIVITY changes.

This form is to remain in the department where the ACTIVITY is being performed and be kept in accordance with USU retention requirements.