

## Master Gardener Volunteer Agreement

This agreement is intended to indicate the seriousness with which we treat our volunteers. The intent of the agreement is to assure you of our deep 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. This Volunteer Contract ensures that you are officially recognized as a University of Missouri Extension volunteer for insurance purposes. As a University of Missouri Extension volunteer, you are provided with liability insurance coverage. Volunteers are immune from personal liability for any act or omission resulting in damage or injury to any person intended to receive benefit from the volunteer's service.

The mission of the Master Gardener Program is to provide horticultural information and training to the gardening public, based on University of Missouri research specific to the local climate, soils and plants.

The mission of University of Missouri Extension is to serve the citizens of Missouri by extending research-based knowledge and problem-solving resources to people throughout the state.

### *Missouri Master Gardener contract*

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

- to disseminate University of Missouri horticultural information to all who request it.
- to provide, when available, horticultural information endorsed and sanctioned by University of Missouri Extension.
- to comply with training, documentation, certification and recertification requirements, as delineated in Master Gardener Program policies.
- to 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.
- to refrain from using alcohol or illegal drugs while participating in volunteer activities, volunteering while intoxicated, or possessing any weapons during volunteer activities.
- to cooperate with and support staff members to jointly further the missions and objectives of the Master Gardener Program.
- to consistently exhibit a professional manner to staff, other volunteers and the public.
- to use the title of Master Gardener as intended to signify a highly trained individual actively volunteering in the University of Missouri Extension Master Gardener Program. Master Gardeners should not associate themselves with commercial products or give implied endorsements of any product or place of business.
- to abide by the spirit of the above rules and follow current Missouri Master Gardener program policy guidelines in order to maintain my certification as a Master Gardener.

I further understand that the University of Missouri Extension will:

- disseminate research-based horticultural information to all who request it.
- support the Master Gardener volunteers.
- provide equipment, training, supervision and direction to volunteers.
- communicate expectations and responsibilities of the program to volunteers.
- reassign and/or terminate, if necessary, any volunteer who does not uphold Missouri Master Gardener policies and procedures.
- uphold and cultivate a trustful relationship between staff and volunteers.
- provide defense and protection against loss, damage or expense for any duly authorized Master Gardener volunteer of the University in connection with any claim or suit allegedly arising out of the performance of duties of volunteer service for the University or the performance of duties as a member of a University committee to which the volunteer has been appointed by or requested to provide the services by a duly authorized University administrative officer if:
  1. The Master Gardener submits a request to the President of the University containing a brief description of the circumstances surrounding the incident giving rise to the legal action; documentation to verify that the named volunteer was acting within the scope of his or her official volunteer duties at the time of the incident giving rise to legal action; and a copy of the summons or petition served upon the named Master Gardener;
  2. The President of the University determines that the named Master Gardener was acting in good faith and within the scope of his/her official volunteer duties;
  3. Such defense is legally permissible; and
  4. There has been no judicial determination that the action arose out of malfeasance in office, or willful or wanton conduct, or neglect of duty.

Regarding claims arising from the use of personal vehicles for official business, University-provided defense and protection is excess to any other auto liability insurance maintained by the owner or operator of the vehicle.

I have read and understand this volunteer contract and further agree to abide by the provisions of this contract. Further, I recognize that this contract may be terminated immediately by written notice by the Master Gardener and/or the University.

**Master Gardener participant:** \_\_\_\_\_

Name (please print) \_\_\_\_\_

Current mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

County \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**University of Missouri Extension representative:** Justin Keay, MU Extension Horticulture Specialist

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Exchange of Services Agreement

In exchange for the Master Gardener Training provided by University of Missouri Extension, I will devote a minimum of 30 hours of volunteer assistance to the horticultural programming efforts in \_\_\_\_\_ County. This assistance may include answering horticultural telephone requests, developing demonstration gardens, conducting home horticulture research, teaching garden classes, directing gardening programs, assisting with community projects such as Habitat for Humanity or Community Gardens, or other activities as approved by the local or regional University of Missouri Extension Master Gardener Coordinator.

I understand that if I do not satisfy the requirements as stated above, I will not receive certification as a Missouri Master Gardener.

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

Date \_\_\_\_\_

#### For further information

If you have questions that this publication or other references do not answer, contact your local extension center .

Individual chapters in the Missouri Master Gardener Core Manual, publications MG1 through MG14, are available at <http://extension.missouri.edu/cb19>.

#### Related publication

Missouri Environment and Garden newsletter – online at <http://ipm.missouri.edu/meg>



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