

Annual Volunteer Agreement and Request for Reappointment

Thank you for considering reappointment into the Colorado Master Gardener Program. We value your service and thank you for sharing your valuable time as a volunteer for the Colorado Master Gardener Program. We hope you will continue as a representative of Colorado State University Extension for another program year.

Complete the following four sections to fulfill the requirements for continued participation in the Colorado Master Gardener program. If you are not seeking reappointment, please complete section one and four only.

Section 1. Annual Volunteer Agreement and Request for Reappointment

Select the type of appointment requested.

Completed Hours and Seeking Reappointment

1. **I have completed my CMG volunteer commitment** for the 2011 program year (ending October 31, 2011). For continuing CMG volunteers this includes 24 hours minimum volunteer service and 12 hours minimum continuing education. For new Apprentice MG volunteers this includes the training course and 50 hours minimum volunteer service.
2. **I seek reappointment as a CSU Extension, Colorado Master Gardener Volunteer** for the 2012 program year (November 1, 2011 to October 31, 2011).

Not Completed Hours and Seeking Reappointment

1. **I have NOT completed my CMG volunteer commitment for the 2011 program year** (ending October 31, 2011). For continuing CMG volunteers this includes 24 hours minimum of volunteer service and 12 hours minimum continuing education. For new Apprentice MG volunteers this includes the training course and 50 hours minimum volunteer service.
 - I have not completed my Colorado Master Gardener volunteer hours for the 2011 program year.
 - I have not completed my approved continuing education requirements for the 2011 program year.
2. **However, I would like to be considered for reappointment, making up the uncompleted hours.** I understand that an extension may be granted for situations dealing with personal or family needs such as illness, job change, and other special needs. I also understand that an extension will not be granted if I simply did not make myself available for CMG service.
 - I have talked with the County Agent/CMG Program Leader to explain my situation and discuss options.
 - I have NOT talked with the County Agent/CMG Program Leader to explain my situation and discuss options. Please describe the reason that you were unable to fulfill your commitment

this past year and how you anticipate completing it in a timely manner during the next program year.

Seeking Limited Active Status

I am currently on *Limited Activity Status*, preapproved with the county agent/CMG Program Leader.

It is recognized that CMG volunteers may need to be temporarily less active or inactive in the program due to personal needs (illness, marriage, divorce, births, deaths, job changes, travel, etc.). Upon consultation with the local agent/CMG Program leader, a CMG volunteer may be given *Limited Activity Status* for up to 12 months.

The *Limited Activity Status* should be arranged when the life conflict comes up (that is prior to the inactive period). It cannot be used at the end of the CMG year as a means to carry on less committed volunteers.

During the limited activity period, CMG volunteers:

- Will continue to receive emails, mailings, print materials, and other CMG Program benefits.
- May attend meetings, continuing education events, and participate in volunteer outreach activities.
- Will pay CMG fees.
- Will continue to report CMG volunteer service and continuing education hours.
- However, the minimum number of volunteer hours and continue education hours will be reduced (possibly to none) depending on the agreement with the local agent/CMG Program leader.

Colorado Master Gardener Emeritus is a special type of limited activity given to select individual who have made a significant influence on the CMG Program over the years, but must now limit activity due to circumstances beyond their control (such as personal health or family health care needs).

Do Not Wish to be Reappointed

I do not wish to continue as a Colorado Master Gardener Volunteer. I understand that I may continue to use the title "*Colorado Gardener Certificate*" to market my experience and training gained in the program. However, I may not use the title "*Colorado Master Gardener*" since I no longer serve as a volunteer in the CMG Program.

Section 2. CMG Code of Conduct / Responsibilities and Rights

The intent of the agreement is to clarify relationships between the *Colorado Master Gardener Volunteer* and the Colorado Master Gardener Program of Colorado State University. CSU Extension values the service of CMG volunteers and commits to do our best to make the volunteer service a productive and rewarding experience.

In the capacity of a *Colorado Master Gardener Volunteer*:

- I agree to cooperate with and support local Extension office staff and volunteers to jointly further the missions and objectives of Colorado State University Extension and the CMG Program.
- I agree to comply with training, reporting, certification, and re-certification requirements, and other program directives as delineated in CMG GardenNotes #014, ***The Colorado Master Gardener Program***, available at www.cmg.colostate.edu. I understand this includes 24 hours minimum of approved volunteer service and 12 hours minimum of approved continuing education annually (unless special arrangements have been made, in advance, for *limited activity status*).
- I understand that the titles “*Colorado Master Gardener*” maybe used only in conjunction with official Colorado State University Extension activities. The title may not be used to advertise names or places of business, nor to associate the Colorado Master Gardener name with commercial products or give implied endorsements of any product or place of business. The title may not be used to build my personal credentials in a non-Extension activity.
- I agree to disseminate information without regard to race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.
- I agree to follow state and federal laws and regulations (for example, comply with copyright law and EO policies). I agree to follow the fiscal policies and guidelines of the local Extension office, county, state, and Colorado State University.
- I agree to provide research-based horticultural information endorsed and sanctioned by Colorado State University Extension. When I enrich a discussion with my own experience, I will frame it “from my own gardening experience...”.
- I understand the audience for CMG volunteers is non-commercial home gardeners. I understand that as a Colorado Master Gardener Volunteer it is not my role to advise commercial growers or green industry professionals; but rather to refer commercial clients to the appropriate agents.
- I understand that as a CMG volunteer, I may not give advice that could be considered by the client as legal or medical in nature. I understand that as a CMG volunteer, I do not discuss the following issues: hazard trees (potential tree failure concerns), poisonous plants and mushrooms, medical use of herbs (including medical marijuana), pesticide toxicity, and the misuse of pesticides.
- In relation to pest management, I understand that it is the role of the CMG Program to provide clients with appropriate non-chemical and chemical alternatives; allowing the client to select methods in harmony with their values. Any reference to the use of organic and manufactured pesticides (insecticides, fungicides, herbicides, etc.) must come directly from Extension print materials. All inquires beyond the scope of Extension print materials will be referred to the Extension Agent. Any inquiry about pesticide toxicity will be referred to the National Pesticide Information Center.

- I agree to consistently exhibit a professional manner to Extension staff, other volunteers, and the public.
- I agree to refrain from using or possessing alcohol or illegal substances while participating in volunteer activities. Being under the influence of alcohol or illegal substances during CMG service may result in termination as a CMG volunteer.
- I agree 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 (consult a tax advisor). CMG training and continuing education operates on a cost recovery mode. Counties cover this with fund raising activities, annual dues, and/or fees for specific classes.
- As non-paid staff, I understand that I am not covered by CSU worker's compensation or other medical insurance.

I further understand that Colorado State University Extension will:

- Provide training, supervision, equipment, and direction to volunteers through the local Extension office.
- Communicate expectations and responsibilities of the program to volunteers.
- Uphold and cultivate a respectful relationship between staff and volunteers.
- Provide continuing education opportunities.
- Provide access to CSU Extension reference materials.
- Provide access to CSU Extension professionals.
- Provide a safe working environment within the Extension office.
- Match volunteer skills and interests with volunteer opportunities within the local program.
- While serving in an official CMG capacity (preapproved by the local agent/CMG Program Leader), cover CMG volunteers with University liability insurance provided that the volunteer uses research based information and applies good judgment.

Section 3. Proof of Colorado Driver's License and Automotive Liability Insurance

Volunteers who drive as part of their volunteer service, are required by Colorado State University to

1. Have a valid Colorado driver's license with a relatively clean driving record.
2. Have at least the minimum auto insurance required by state law.

- I acknowledge that I will drive as part of my work as a Colorado Master Gardener Volunteer.** I verify that I meet the criteria for a Colorado driver's license and insurance.

Driver's License Expiration Date: _____

- I acknowledge that I will NOT drive as part of my work as a Colorado Master Gardener Volunteer.** I understand that I may not offer rides to others to/from CMG events and that I may not volunteer for CMG activities out in the community where driving between service locations is required (such as making site visits).

Section 4. Signature

I have read and understand this volunteer agreement. I further agree to abide by the spirit of 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 Colorado Master Gardener. I understand that I serve at the request of CSU Extension, and that request can be withdrawn at any time.

Name (please print) _____

Signature _____

Date _____

This CMG Annual Volunteer Agreement will be on file in the local CSU Extension office.

- Colorado State University, U.S. Department of Agriculture and Colorado counties cooperating.
- Extension programs are available to all without discrimination.

2012 CMG Program Year

