



### **Kaufman County Master Gardener Volunteer Agreement**

We appreciate your commitment to the Texas Master Gardener program. Your satisfaction and progress in this volunteer position is important to us. Please read the following expectations and indicate your willingness to cooperate by signing the end of this form. This form must be signed and filed with the County Extension office, and will need to be updated annually. Volunteers not adhering to all items in this agreement may forfeit their certification as a Master Gardener volunteer.

I understand that I am trained by Texas A&M AgriLife Extension Service in the field of Horticulture and I am expected to extend research-based information to the public on behalf of Texas A&M AgriLife Extension. In exchange for the more than 50+ hours of Master Gardener Training provided by Texas A&M AgriLife Extension Service, I will:

- Commit to a minimum of 50 hours of volunteer service to the horticultural programming efforts in Kaufman County within one year following training to become a certified Master Gardener.
- I understand that in order to maintain certification as a Master Gardener Volunteer, I must volunteer 12 hours annually after my intern year and gain 6 hours continuing education hours annually.
- Provide a record of this service as directed by the Master Gardener Program Coordinator.
- Comply with the Texas A&M AgriLife Extension Service Background Check policy. The background check is to be renewed every three years.

When acting as a Texas Master Gardener volunteer I agree to:

- Consistently exhibit a positive professional manner toward and about Texas A&M AgriLife Extension Service, the Master Gardener Program and other Master Gardener volunteers and clients.
- Carry out and discharge all duties in a responsible and timely manner.
- Avoid conflict of interests and not use my Master Gardener status to promote any commercial activity or private business.
- Volunteer's efforts for their place of employment will not be considered as volunteer service to Texas A&M AgriLife Extension Service.
- Recommend and use (when functioning as a Master Gardener) only Texas A&M AgriLife approved information for any public pesticide, herbicides, fertilizer or cultural practices.
- Provide my own transportation and pay my own expenses incurred as part of official volunteer activities. (Expenses may be tax deductible with proper documentation.)

- Act in accordance with the highest standard of ethics: Not physically, verbally or sexually harass/abuse anyone. o Refrain from illegal or unsafe behavior o Dress appropriately and not use harsh language in regard to Master Gardener volunteers will:
- Recognize the responsibilities of the Texas A&M AgriLife Extension Service staff in setting program priorities, standards and direction. Specific projects for the performance of the volunteer work are determined locally and should reflect local needs. • Refer all commercial horticulture inquiries to the Master Gardener Coordinator or other Extension staff.

In regard to Master Gardener Colleagues, Master Gardener volunteers will:

- Welcome volunteers from all backgrounds
- Respect and safeguard the individual rights, competencies, safety and property. In regard to Clients, Master Gardener Volunteers will:
- Provide quality service to the public without regard to socioeconomic level, race, color, sex, disability, religion, age, or national origin.

I further understand that Texas A&M AgriLife Extension Service will:

- Provide training, supervision, and direction to Master Gardeners through the local county Extension office.
- Communicate expectations and responsibilities of the program to volunteers.
- Match volunteer skills and interests with volunteer opportunities within the county.
- Support Master Gardener volunteers and the local Master Gardener Association.
- Provide continuing education opportunities.
- Provide access to Extension horticulture reference materials and reasonable access to Extension professionals.
- Uphold and cultivate a trustful relationship between staff and volunteers.
- Reassign and/or terminate, if necessary, any volunteer who does not uphold Texas Master Gardener policies, procedures, guidelines, and/or values.

I understand that, as a volunteer, I will not be acting as a Texas A&M AgriLife Extension Service employee and will not receive pay or employee benefits. I also understand that I am not covered by workers' compensation laws in connection with my volunteer affiliation. I understand and agree that Texas A&M AgriLife Extension Service and I both have the right to end my volunteer relationship with Texas A&M AgriLife Extension Service at any time, for any reason, and without advance notice.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit completed application and Volunteer Agreement form to the  
Kaufman County Extension office:  
Kaufman County Extension Office  
c/o Tommy Phillips CEA-AG/NR  
2471 N. Hwy 34  
Kaufman, Texas 75142



Educational programs conducted by Texas A&M AgriLife Extension Service serve people of all ages regardless of socioeconomic level, race, color, sex, religion, disability, national origin, genetic information, veteran status, sexual orientation, or gender identity. The Texas A&M University System, the U.S. Department of Agriculture and the County Commissioners Courts of Texas Cooperating. Texas A&M AgriLife Extension is an equal opportunity employer and program provider. Individuals with disabilities who require auxiliary aid, service or accommodation in order to participate in Extension sponsored meetings are encouraged to contact the County Extension office at (972) 932-9069 at least 2 weeks in advance to determine how reasonable accommodations can be made.

Information used from: Purdue, Rutgers, Georgia, Wisconsin, Missouri, Illinois, California, & Texas (Montgomery Co.) Master Gardener