

Sedgwick County Extension Master Gardeners Volunteer Agreement & Code of Conduct

Kansas Master Gardener Volunteers serve at the discretion of Kansas State Research and Extension (KSRE) and the local Extension unit and there is no ongoing expectation to be engaged in that role. All volunteers are required to review and abide by this Volunteer Agreement and Code of Conduct prior to and during any volunteer engagement with KSRE programs.

While volunteering as a Sedgwick County Extension Master Gardener (EMG):

1. I understand the Sedgwick County EMG Program is a program in which I have the choice to volunteer. I will engage in program activities and may excuse myself from this volunteer assignment. My status is that of an uncompensated volunteer. I serve at the request of K-State Research & Extension-Sedgwick County and may be removed from service at its discretion. I may resign my volunteer role at any time at my discretion.
2. I will conduct myself professionally while working in partnership with KSRE professionals and other KSRE volunteers. I agree to adhere to directives from KSRE staff. I will serve under the direction of the designated administrator or employee responsible for the program at all times while acting within the scope of my volunteer duties in the program
3. I will strive to be a positive role model. I will treat clients, youth, volunteers, KSRE staff and others with respect, courtesy and consideration during my volunteer assignment.
4. I accept my personal responsibility to be informed and follow the policies, rules and deadlines established by K-State Research & Extension-Sedgwick County and KSRE, as communicated.
5. I will not endorse products or services in my role as an EMG.
6. I will not use the EMG program for private, personal, or commercial financial gain.
7. I will base my recommendations and horticultural information on approved sources and research-based information only.
8. I will not use alcohol or any illegal substances (or be under its influences) while working with or being responsible for youth, while on the Extension grounds, or while representing the EMG program to the general public. I will not allow youth to do so while under my supervision.
9. I will operate machinery, vehicles, and other equipment in a safe and responsible manner. When operating a motor vehicle, I acknowledge I must have a valid driver's license and the legally required insurance coverage.
10. I will complete the required volunteer and training hours on an annual basis to maintain active status.
11. I will take part in volunteer screening as per my role description. I will participate in required meetings, self-study, or other training programs as appropriate and directed by the local unit and state program standards.
12. I will promote a safe environment. I will not engage in conduct that harms youth or adult participants, whether through sexual harassment, physical force, verbal or mental abuse, neglect, or any other harmful behavior through direct interactions or through use of social media or other communication methods. I will comply with the Kansas State University Policy Prohibiting Discrimination, Harassment, Sexual Violence, Domestic and Dating Violence, and Stalking ("PPM 3010)," and the threat Management Policy (PPM 3015) which can be found at <https://www.k-state.edu/policies/ppm/3000/3010.html>.
13. I will promote through my conduct a spirit of inclusion and belonging by welcoming and engaging participation of individuals from all backgrounds.
14. I will follow established guidelines for keeping financial records and handling EMG funds.
15. I recognize the organization has the responsibility and authority to remove individuals who are serving as volunteers who are disruptive to the Sedgwick County EMG program, violate the Volunteer Agreement & Code of Conduct or federal, state or local laws, or for any other reason KSRE-Sedgwick County deems appropriate.

Sedgwick County Extension Master Gardener Volunteers who do not abide by the above code of conduct are subject to responsive action, up to and including removal as a volunteer, being prohibited from volunteering in the future, and being prohibited from attending or being present at University and KSRE events and property. I understand that upon any such action, I will not receive reimbursement for any resulting expenses.

Signature Required:

1. I have read and agree to abide by the Sedgwick County Extension Master Gardeners Volunteer Agreement & Code of Conduct. I agree to comply with the policies, rules, and regulations of the Extension Master Gardener program and local Extension Unit, as communicated.
2. I will comply with all applicable safety procedures and regulations;
3. I am not authorized to act on behalf of Kansas State University or the local extension unit in business matters, including purchasing property, signing contracts, leases or other agreements, hiring or supervising employees or otherwise attempting to bind the University to any agreement;
4. In signing this document, I apply for continued registration as an Extension Master Gardener Volunteer with the local Extension Unit and the Kansas Extension Master Gardener program.

Name (Please Print): _____

Signature _____

Date _____