

VOLUNTEER AGREEMENT & CMG CODE OF CONDUCT

The agreements, policies and code of conduct below clarifies the scope and expectations of our program. CSU and local counties invest a lot in volunteers and volunteers in turn giveback and invest in CSU Extension and their local communities. It's important for future and current volunteers to understand what our program is about and determine if it's a good fit. **CSU Extension values the service of CMG volunteers and commits to do our best to make the volunteer experience a productive and rewarding one.**

In applying to become a *Colorado Master Gardener Volunteer*:

- I understand that the decision to accept me or not accept me as a volunteer is the right of Colorado State University Extension. I understand, that in many counties, more individuals apply than the program can accommodate.
- I understand my acceptance into the Colorado Master Gardener Program commits me to 1) the Colorado Master Gardener Training, and 2) 50 hours minimum volunteer work in the CMG program during the CMG activity year (ending October 31st) OR 60 volunteer hours over a 2 year commitment (ending October 31 *two years* from start date).
- If I do not complete the 50 hours minimum volunteer work by October 31st, I agree to reimburse Colorado State University Extension for the course work at the rate of \$15 per each uncompleted hour, to a maximum of \$500.
- I understand that Colorado State University conducts background checks on all volunteers. A criminal record will not necessarily bar me as a volunteer, but will be considered as it relates to the specifics of the volunteer work. I understand that if I do not respond to the inquiry regarding background checks, my application will not be processed.
- I understand that volunteering for an organization is a privilege, not a right. If selected as a volunteer, I understand that I serve at the request of Colorado State University Extension and that the request can be withdrawn at any time.

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

- I agree to be civil and courteous towards Extension staff, other volunteers and the public. Others may think and do things differently than what I personally prefer, but I will be respectful of their values and perspectives.
- I understand that as a CSU volunteer I am part of the larger CSU community and agree to uphold the **Principles of Community**. Read these at <https://diversity.colostate.edu/principles-of-community/>
- I agree to cooperate with and support the local Extension Office staff and volunteers to jointly further the missions and objectives of the CMG Program. In addition, I agree to comply with training, reporting, certification, annual renewal requirements and other program directives as stated in **CMG Handbook**: <https://cmg.extension.colostate.edu/Gardennotes/014.pdf>
- I understand that the title "*Colorado Master Gardener*" may be used only in connection with official Colorado State University Extension activities. The title may not be used 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 advance my personal political, religious or environmental beliefs.

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- 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 federal, state, county, Colorado State University and Extension Office policies and regulations appropriate to my role as a volunteer.
- I agree to provide research-based horticultural information from Colorado State University or other research-based institutions.
- I understand CMG volunteer clientele are non-commercial home gardeners. I understand that as a CMG volunteer it is not my role to advise commercial growers or green industry professionals and will refer these clients to the appropriate Extension staff.
- 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 will not discuss the following issues: hazard trees, poisonous plants and mushrooms, medical use of herbs (including growing and use of marijuana), pesticide toxicity and the misuse of pesticides. I will refer these issues to the appropriate Extension staff.
- I will follow pest management recommendations based on integrated pest management (IPM) strategies, allowing the client to select methods in harmony with their values. Any reference to the use of pesticides must come directly from Extension resources. All inquiries beyond this scope will be referred to appropriate Extension staff.
- I understand that I will not discuss or make comments about the toxicity of organic or synthetic pesticides. Inquiries about pesticide toxicity will be referred to the **National Pesticide Information Center**, found here: <http://npic.orst.edu/>
- I will avoid being disruptive and distracted in training classes and volunteer events. I understand that the CMG email communication system (VMS) and membership lists are for internal Extension business use only. I will not use it for commercial business, share the information in it outside of Extension business or send spam type communications.
- I will adhere to **CSU's Social Media policy** (<http://policylibrary.colostate.edu/policy.aspx?id=497>) and will avoid answering questions using the Colorado Master Gardener title or responding on behalf of CSU on my personal social media accounts.
- I agree to refrain from using or possessing alcohol or illegal substances while participating in volunteer activities. Being under the influence of alcohol, marijuana or illegal substances during CMG service will result in disciplinary action.
- In support of the program operations, I agree to pay annual CMG Fees and other expenses in regards to the program (i.e. books, transportation, course fees, clothing), as assessed by the state and my local county program.
- As non-paid staff, I understand that I am not covered by CSU worker's compensation or other medical insurance.

I accept and agree to follow the CMG Volunteer Code of Conduct as listed above.

Yes **No**

COLORADO MASTER GARDENER

VOLUNTEER AGREEMENT & CMG CODE OF CONDUCT *CONTINUED*

CSU's Minors' Policy:

Please take a few minutes to read this policy before responding below:

<http://policylibrary.colostate.edu/policyprint.aspx?id=734>

- I have read and acknowledge understanding and will adhere to the CSU Minor's Policy.

Colorado State University Extension to the extent possible will:

- ✓ Provide opportunities for my continual learning through volunteer activities, classes and workshops and online learning opportunities.
- ✓ 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.
- ✓ Uphold CSU's Principles of Community.
- ✓ Provide access to CSU Extension reference materials and professionals.
- ✓ Provide a safe working environment within the Extension office and at CMG events.
- ✓ While serving in an official CMG capacity (preapproved by the local agent/CMG Program Leader), the University covers CMG volunteers with University liability insurance provided that the volunteer uses research-based information and applies good judgment.
- ✓ Match volunteer skills and interests with volunteer opportunities within the local program.

Colorado Driver's License and Automotive Liability Insurance:

Volunteers who drive as part of their volunteer service must be in compliance with State of Colorado laws, including, but not limited to:

1. Having a valid Driver's License with a relatively clean driving record.
2. Having at least the minimum auto insurance required by state law.
3. Complying with seat belt use and other traffic laws.

Furthermore, it is expected that any vehicle used to transport CMG volunteers is maintained so that it is "safe and reliable" for the conditions, weather, and distance in which it is to be driven. Most counties do not allow volunteers to include driving time as part of their volunteer hours. Check with your county for local guidelines.

Select what applies to you:

- I acknowledge that I may drive as part of my work as a CMG Volunteer. I verify that I meet the criteria for a Colorado driver's license and insurance.
- I acknowledge that I will NOT drive as part of my work as a CMG Volunteer. I will not offer rides to other CMG volunteers or count any driving time as volunteer hours