

2301 South University Avenue • Little Rock, Arkansas 72204-4940 • (501) 671-2000 • www.uaex.edu

**UA Cooperative Extension Service and Master Gardener  
Volunteer Agreement & Expectations  
for Volunteer Groups**

When a person chooses to become a Master Gardener volunteer with the UA Cooperative Extension Service, that person will have the opportunity for a very rewarding experience. The UA Cooperative Extension Service and its employees recognize that volunteers will have a more rewarding experience when expectations are defined. Below are the expectations of both the volunteer and UA Cooperative Extension Service.

**Volunteer agrees to:**

- Enroll in the MG basic training, completing 40 hours of instruction and paying back 40 hours of volunteer service and accruing 20 additional education hours in a 12 month period.
- In addition, for each year you wish to remain active accrue 20 new educational hours and pay back 20 hours of volunteer service.
- Acknowledge and support that UA Cooperative Extension programs actively seek members/participants from every race, ethnic, religious, and socio-economic group.
- Provide a positive educational environment which will enable other volunteers and program participants to grow, learn, and develop friendships through Extension programs.
- Be supportive of all Extension programs.
- Participate in volunteer meetings and/or volunteer training sessions.
- Inform County Extension Agent of needs and changes necessary for the continued growth of the program.
- Maintain sound working relationships with County Extension Agent and fellow volunteers and elected county officers.
- Review and agree to abide by the Financial Guidelines for 4-H and Master Gardener Groups.
- Abide by the UA Cooperative Extension Service Volunteer Agreement & Expectations for Volunteers & Volunteer Groups.

**UA Cooperative Extension Service agrees to:**

- Educate volunteers to the program's mission, purpose, and goals.
- Conduct a 40 hour MG basic training for volunteers.
- Set educational tone and direction for Extension programs.
- Provide instructional materials and resources to be used for educational programs.
- Provide educational programs and materials to develop an individual's understanding and management of volunteer assignments.
- Provide descriptions for county volunteer leadership roles and committees.
- Provide assistance, support, and encouragement to all volunteers.
- Give recognition for time and energy devoted by volunteers at all levels of the program.
- Inform volunteers of events and activities.
- Maintain sound working relationships with volunteers involved in the program.
- Review, instruct volunteers on and agree to abide by the Financial Guidelines for 4-H and Master Gardener Groups.
- Keep volunteers informed of the UA Cooperative Extension Service Volunteer Agreement & Expectations for Volunteers & Volunteer Groups.

Volunteerism is crucial to many Cooperative Extension Service programs. While volunteerism is crucial, volunteerism is a privilege and not a right. Volunteers are expected to be positive role models for the youth and adults they contact. Volunteers serve at the pleasure of the Cooperative Extension Service and may be dismissed from serving in any program at any time.

By my signature below, I acknowledge that I have reviewed and understand this agreement and am willing to serve as a volunteer. I acknowledge that I have reviewed and agree to comply with the UA Cooperative Extension Service Volunteer Agreement & Expectations for Volunteer Groups. I understand that my service as a volunteer is a privilege.

\_\_\_\_\_  
UA Extension Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
UA Extension Staff Person

\_\_\_\_\_  
Date


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### **Volunteer Agreement & Expectations for Volunteers & Volunteer Groups**

Arkansans trust in the University of Arkansas Division of Agriculture Cooperative Extension Service to provide educational programs in a safe environment for participants. Individuals who assume volunteer roles within the Cooperative Extension Service have the opportunity for a rewarding experience. The opportunity to work with Extension audiences, youth and adults, is a privileged position of trust that should be held only by those who are willing to demonstrate behavior that fulfills this trust. This Volunteer Agreement & Expectations for Volunteers & Volunteer Groups is to ensure the safety and well-being of all participants. As, a UA Extension volunteer, you agree to:

- Work cooperatively with youth, adults, families, volunteers, UA Cooperative Extension Service faculty and staff, and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model.
- Represent the UA Cooperative Extension Service and its programs with pride and dignity, behave appropriately, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by the UA Cooperative Extension Service.
- Refrain from, and do not tolerate any verbal or physical abuse.
- Avoid any and all criminal activities.
- Comply with equal opportunity and anti-discrimination laws.
- Under no circumstances, possess, use, or be under the influence of alcohol at an Extension program or activity when youth are present.
- Under no circumstances, possess, use, or be under the influence of controlled substances at an Extension program or activity.
- Understand that my use of tobacco products at any Extension program or activity while in the presence of youth is strongly discouraged.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with participants in Cooperative Extension programs, events or activities.
- Accept responsibility to promote, conduct, and support Cooperative Extension programs in order to develop an effective county, district, state, and national program.

**It is important that all UA Cooperative Extension Service volunteers comply with the Volunteer Agreement & Expectations for Volunteers & Volunteer Groups and failure to comply with any component of the agreement or participation in other inappropriate conduct as determined by the UA Cooperative Extension Service may lead to dismissal as a volunteer.**

By signing this form, you are consenting to be set up for Constant Contact emails, encompassing marketing emails from: Arkansas Master Gardener Program, 2301 South University Avenue, Little Rock, AR, 72204 United States, <http://uaex.edu/yard-garden/master-gardeners/default.aspx>. You can revoke your consent to receive emails at any time by using the  SafeUnsubscribe® link, found at the bottom of every email. [Emails are serviced by Constant Contact.](#)

\_\_\_\_\_  
UA Extension Volunteer

\_\_\_\_\_  
Date