

# Purdue Extension Master Gardener Program Policy Guide



***"Helping Others Grow"***



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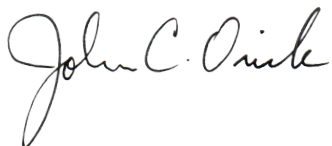
## Welcome

Dear Gardening Enthusiast,

I would like to thank you for interest in the Purdue Extension Master Gardener (EMG) Program! Extension Master Gardener volunteers contribute significantly to the lives of Indiana residents and local communities each year. Purdue Extension educators could not satisfy the great need for horticulture and gardening information in Indiana counties without the excellent work of trained Purdue EMG volunteers.

A Purdue EMG volunteer truly helps others grow.

Best wishes to you as you volunteer in this important role!



John Orick  
Purdue Extension Master Gardener State Coordinator  
[orick@purdue.edu](mailto:orick@purdue.edu)

## Purdue Extension Administrative Endorsement


The Purdue EMG Program is coordinated and administered by Extension educators and by the state coordinator, who is a full-time Extension specialist in the Department of Horticulture and Landscape Architecture. The Purdue EMG Program is a volunteer training that enables Purdue University, as Indiana's land-grant university, to partially fulfill its mission of engagement in local communities. Extension Master Gardener volunteers are trained and certified to serve Purdue University by assisting Purdue Extension county offices with home horticulture and gardening education.

To earn Purdue EMG certification, volunteers must complete horticultural training conducted by Purdue Extension county offices and engage in volunteer service that has been approved by county coordinators and performed in Indiana communities. To promote and further establish the Purdue EMG Program as one of Purdue Extension's signature programs, Purdue Extension staff support and enforce the policies and procedures contained in this *Purdue Extension Master Gardener Program Policy Guide*.

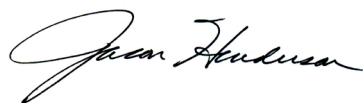
Every Purdue EMG volunteer must follow the policies in this guide. Purdue Extension administrative staff intend to protect both programs and volunteers by endorsing the policies that govern them.



Dr. Aaron Patton  
Interim Department Head, Purdue Department of Horticulture and Landscape Architecture



Dr. Rick Foster  
Agricultural and Natural Resources Program Leader, Purdue Extension



Dr. Jason Henderson  
Director, Purdue Extension



Photo by Gene Matzat

## Purpose

The Purdue EMG Program, sponsored by Purdue Extension, is a volunteer training program designed to meet the gardening information needs of the community. The purpose of the program is to teach people more about growing plants and to more effectively provide plant-related information. Specifically, the program aims to provide information and technical assistance about gardening and home horticulture through trained and certified volunteers. To become certified as a Purdue EMG, participants must complete the EMG Basic Training program and contribute a minimum of 40 hours of volunteer activity on behalf of the program (See note on page 7 concerning minimum certification requirements). After completing the training program and passing the final examination, participants will be recognized as Purdue EMG Interns. Once Interns have completed their initial volunteer commitments, they will be certified Purdue Extension Master Gardeners.

## Volunteer Commitment

A Purdue Extension educator administers the program in your county and is the EMG county coordinator. This educator will approve the type of volunteer work you will perform. Specific locations for the volunteer work are determined locally and should reflect local needs. The program is intended to provide unbiased information to the public using community resources. Work performed for Purdue Extension is voluntary. However, Purdue EMGs may accept reimbursement of personal travel expenses and/or accept donations to their local Master Gardener association or group fund. Participants may not be paid for their volunteer work. If a volunteer provides services at their place of employment as a part of this person's responsibilities, this will not be considered volunteer service to Purdue Extension.

During volunteer service, local EMG county coordinators and more experienced EMG volunteers provide additional training, coaching, and technical assistance. EMG volunteers are provided Purdue Extension resources and should encourage clientele to obtain Purdue Extension publications from the Education Store (<https://mdc.itap.purdue.edu/>) or from their Purdue Extension county offices.

EMG volunteers, especially newly trained interns, have questions about what activities are approved for volunteer activity hours and educational training hours. EMG volunteers should always consult their county coordinator before embarking on a new, time-consuming venture.

## Application and Volunteer Agreement

All potential Purdue EMG volunteers will be required to read and agree to all policies explained in this *Purdue Extension Master Gardener Policy Guide*.

As part of the application process, all participants must:



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1. Submit an updated and signed copy of the Purdue EMG Volunteer Application and Agreement (Form EMG-1) to the Purdue Extension county office that coordinates the Purdue EMG program of involvement. EMG volunteers must be 18 years or older to sign the volunteer agreement and serve as a volunteer— see Appendix B: Purdue EMG Volunteer Application and Agreement (Form EMG-1), page 13.
2. Provide evidence of a government-issued photo ID to Purdue Extension staff.
3. Consent to screening on these registries:
  - Dru Sjodin National Sex Offender Public Website: [www.nsopw.gov](http://www.nsopw.gov).
  - Indiana Sex and Violent Offender Registry: [www.icrimewatch.net/indiana](http://www.icrimewatch.net/indiana).
4. Pay Basic Training fees charged by the county of participation.



## Training

Potential Purdue EMG volunteers are required to complete at least 40 hours of horticulture training (See note on page 7 concerning minimum certification requirements.). The Purdue EMG Basic Training program will cover a broad spectrum of horticultural topics including plant and soil science; disease, insect, and weed identification; and culture of horticultural plants (see list of core topics below). The training will be held over a three- to five-month period, and will consist of day or evening classes that last three to four hours or in a daylong format, according to local needs.

Instructors will usually be Purdue Extension educators and specialists. Other experts will provide instruction when appropriate. Program participants are expected to participate in every session but may be given an opportunity to make up a missed session at the discretion of the local EMG county coordinator administering the training.

### Basic Training Required Core Topics

Every Purdue EMG Basic Training will cover the following topics:

- Purdue EMG orientation
- Pesticide safety and pesticide alternatives
- Soils and plant nutrition
- Plant science
- Weed identification and control
- Plant disease diagnosis
- Insect identification and control
- Animal pests
- Invasive species
- Lawn care
- Herbaceous ornamentals
- Woody ornamentals
- Vegetable gardening
- Fruit gardening

## Exam

Weekly quizzes or homework problems may be assigned for each class meeting. At the end of the basic training, participants must pass the required open-book final exam, administered by the EMG county coordinator, with a minimum score of 70 percent. Those who score below 70 percent may reapply for future Purdue EMG Basic Training programs or retake the exam if the EMG county coordinator approves.

## Fees and Materials

Potential EMG participants are charged a fee that covers program expenses and literature they receive during training. The county coordinator will inform participants of the cost. The literature received during training becomes part of each volunteer's personal library.

Basic training participants receive a copy of the *Purdue Master Gardener Manual* (available in print and digital formats), which is a comprehensive reference about many horticultural topics related to Purdue EMG Basic Training. This reference also includes questions EMGs may receive from the public with examples of appropriate responses. This manual will be a valuable resource for volunteers.



Purdue Extension Master Gardener Manual in print and digital



## Certification

After completing the volunteer commitment of at least 40 hours, EMG Interns will receive, from Purdue University through their county coordinator, a certificate that verifies they completed the Purdue EMG Program requirements.



Purdue Extension Master Gardener Certificate for certified EMG level.

## Annual Volunteer Requirements

Purdue EMGs are required to continue learning and volunteering each year to maintain their certification and "active" status as a volunteer.

### Purdue EMG Annual Requirements

To remain active each year, a Purdue EMG must:

1. Volunteer for a minimum of 12 hours each year and report that activity to the EMG county coordinator.
2. Complete and report a minimum of six hours of educational training by participating in one or more of these options:
  - State, regional, national, or international Master Gardener conferences.
  - County-sponsored advanced training sessions.
  - Any other programs approved by the Master Gardener county coordinator.
3. Submit an updated and signed copy of the Purdue EMG Annual Agreement to the Purdue Extension county office coordinating the Purdue EMG program of involvement. Purdue EMG volunteers must be 18 or older to sign the volunteer agreement (See Appendix C: Purdue EMG Annual Agreement, Form EMG-2, page 16). After submitting a printed application for the EMG basic training, this form can be completed electronically on Purdue MG Manager online volunteer management system for the Purdue EMG Program. (See "Reporting Volunteer and Education Hours, page 8)
4. Consent to screening on these registries:
  - Dru Sjodin National Sex Offender Public Website: [www.nsopw.gov](http://www.nsopw.gov).
  - Indiana Sex and Violent Offender Registry: [www.icrimewatch.net/indiana](http://www.icrimewatch.net/indiana).

If a volunteer does not complete the annual requirements listed below for more than 4 consecutive years, they are required to reapply to the program and retake the EMG basic training (see "Lapse in Volunteer Service" on page 8)

## Consent for Sex and Violent Offender Registry Checks

All Purdue EMG volunteers must provide the following information:

- Full name
- Alias/maiden name
- Address
- City
- State
- ZIP Code
- County

EMGs and potential EMG Basic Training participants must certify that the information they provide is correct, that they authorize Purdue Extension to search the Dru Sjodin National Sex Offender Public and the Indiana Sex and Violent Offender Registry websites, and that they authorize the release of any information on the registries to Purdue Extension and Purdue University. Purdue EMGs must verify that they understand that misrepresenting or omitting facts requested is just cause for dismissal from the Purdue EMG program.

**Note:** A criminal record will not necessarily disqualify an applicant, but will be considered as it relates to specifics of the position. However, volunteers shall automatically be disqualified from the Purdue EMG Program if they have been convicted for crimes of violence or dishonesty, or crimes that classify them as sex or violent offenders (as defined by Indiana law).

In order to be accepted as a volunteer, participants must agree to respect, adhere to, and enforce the rules, policies, and guidelines established by Purdue Extension, and abide by all applicable state and federal laws. All participants must recognize that the Purdue EMG program is part of Purdue Extension, which is connected to Purdue University, the United States Department of Agriculture, and all 92 Purdue Extension county offices in Indiana.

Volunteers must understand that they are committing to involve individuals regardless of race, religion, color, sex, age, national origin or ancestry, genetic information, disability, status as a veteran, marital status, parental status, sexual orientation, gender identity or gender expression in cooperation with other Purdue Extension volunteers and Purdue Extension personnel. Purdue University is an Equal Access/Equal Opportunity/Affirmative Action institution.

## Certification Levels

Once a Purdue EMG has fulfilled their volunteer hour commitment for initial certification, the individual is eligible to work toward Advanced Purdue EMG certification. Purdue EMG Program advanced certification requires at least 10 hours of approved additional instruction and a minimum of 25 hours of additional volunteer service.

Additional advanced EMG certification levels include Bronze, Silver, Gold, and Platinum. The Gold level further recognizes those who have volunteered 1,000, 2,000, 3,000, 4,000, and 5,000 hours and Platinum levels recognize volunteers contributing 6,000, 7,000, 8,000, 9,000, and 10,000 volunteer hours. EMGs will be awarded certificates and name badges for each level achieved through their volunteer activity and training.



Purdue Extension Master Gardener Badge for the initial certification level.  
Photo by John Orick

## Minimum Certification Requirements

Certification Level	Cumulative Volunteer Hours	Cumulative Educational Hours
Certified EMG *	40	40
Advanced EMG *	65	50
Advanced EMG Bronze	200	60
Advanced EMG Silver	500	75
Advanced EMG Gold 1,000	1,000	100
Advanced EMG Gold 2,000	2,000	150
Advanced EMG Gold 3,000	3,000	200
Advanced EMG Gold 4,000	4,000	250
Advanced EMG Gold 5,000	5,000	300
Advanced EMG Platinum 6,000	6,000	350
Advanced EMG Platinum 7,000	7,000	400
Advanced EMG Platinum 8,000	8,000	450
Advanced EMG Platinum 9,000	9,000	500
Advanced EMG Platinum 10,000	10,000	550

\* Note: All EMG volunteers trained prior to January 1, 2020 will be required to complete at least 35 cumulative volunteer hours and 35 cumulative education hours for "certified EMG" and at least 60 cumulative volunteer hours and 45 cumulative education hours for "advanced EMG".

## Reporting Volunteer and Education Hours

Once training participants successfully complete the Purdue EMG Basic Training, their local EMG county coordinator will provide information and instruction on how to register on Purdue MG Manager online volunteer management system (<https://www.purdue.edu/mg-volunteer/login.php>). Purdue EMG are required to report all volunteer and education hours to their EMG county coordinators for approval in *Purdue MG Manager*. This system is also used by volunteers and coordinators to maintain contact information, recruit volunteers for local projects, and communicate with volunteers. Purdue EMGs who do not have access to a computer or internet service should speak to their local coordinator about alternative reporting methods. Records of Purdue EMG volunteer hours are essential for Purdue Extension staff members to report the tremendous educational impact that Purdue EMGs have in Indiana communities.

## Lapse in Volunteer Activity

Purdue EMG volunteers are required to fulfill specific requirements each year to maintain their eligibility in the program. We realize that sometimes life circumstances will cause volunteers to be unable to meet the minimum volunteer and education hours. If there is a lapse in service of four years or less from the last active reporting year, the volunteer will be required to purchase the Purdue EMG Manual (if not previously obtained or if the material has been updated since last active in the program), submit a signed volunteer application and agreement (Form EMG-1), provide evidence of a government-issued photo ID (if not previously provided), and be subject to the annual sex and violent offender registry checks to become active in the program.

If there is a lapse in service of more than four years from the last active reporting year, the volunteer will be required to retake the Purdue EMG Basic Training, purchase any updated Purdue EMG manuals or materials, retake and pass the Purdue EMG Basic Training exam with a score of 70 percent or more, submit a signed Purdue EMG Volunteer Application and Agreement (Form EMG-1), provide evidence of a government-issued photo ID, and be subject to the annual sex and violent offender registry checks.

## Transferring Certification to Another Indiana County

Purdue EMGs who wish to transfer to a Purdue EMG Program in another Indiana county are required to:

1. Apply to the program through the EMG county coordinator they wish to transfer to. Volunteers must complete and sign the Purdue EMG Program Volunteer Application and Agreement (Form EMG-1).
2. Submit to checks of the national and Indiana sex and violent offender registries and provide evidence of a government-issued photo ID.
3. Provide records from the previous EMG county coordinator that verify:
  - The applicant completed Purdue EMG Basic Training.
  - The applicant's volunteer and education hours. (These records may be obtained on Purdue MG Manager.)
  - The applicant is an active Purdue EMG in good standing in accordance with the Purdue Extension Master Gardener Program Policy Guide.

The applicant's volunteer and education hours are transferrable from one Indiana county to another.

## Transferring Certification from Another State

EMGs who were trained in another state and wish to volunteer for the Purdue EMG Program must:

1. Apply to the Purdue EMG Program and sign the Purdue EMG Program Volunteer Application and Agreement (Form EMG-1).
2. Submit to annual checks on the national and Indiana sex and violent offender registries (see page 4).
3. Provide evidence of a government-issued photo ID.
4. Pass the Purdue EMG open-book final exam with a minimum score of 70 percent.
5. Pay the locally-determined fee to cover the cost of the Purdue Master Gardener Manual and state program participation fee. EMG county coordinators may charge additional fees to cover program expenses.



6. Provide verification from their previous EMG coordinator that they are an EMG in good standing in their previous state. Providing a record of volunteer hours and continuing education hours are helpful but will not be transferred to the Purdue EMG Program. These records do help verify the applicant's EMG volunteer activity in the previous state.
7. Complete the Purdue EMG Orientation. Applicants may also be required to take other EMG basic training sessions as determined by the EMG county coordinator.
8. The transferring EMG will enter the program as an intern until completing 12 volunteer activity hours and six educational training hours to earn certification as a Purdue EMG volunteer. Advanced levels will be earned according the requirements on page 7.
9. EMGs transferring from another state who are interns according to that state's policy will be required to meet the Purdue EMG volunteer activity hour requirements for certification found on pages 6-7, provided they have met requirements 1-7 above.

## Transferring Certification to Another State EMG

Purdue EMGs who wish to transfer to another state EMG program must follow the transfer policies of that state's program. EMG county coordinators will provide all documentation to the state program as requested.

## Use of the Purdue EMG Title and Official Logo

The Purdue EMG title may be used exclusively in the Purdue EMG Program as part of Purdue Extension. The title may never be used for commercial purposes. Purdue EMG Program participants are expected to identify themselves as Purdue EMGs only when they are performing volunteer work approved by their EMG county coordinator. However, the training, experience, and certification gained by an individual in the Purdue EMG Program may rightfully be included in personal resumes, and volunteers are encouraged to include this training when seeking employment.

Purdue EMG certificates and badges may not be displayed at places of business, nor can the Purdue EMG title be used in advertisements for a business

except where the Purdue EMG program is sponsoring an educational program approved by the EMG county coordinator.

The Purdue EMG logo may be used in either black, white, dark green (Pantone Green 342 CVU) and cream (4545 CVU), or color leaves with black print. The "Master Gardener" font is ITC Leawood, and the "Purdue & Program" font is Berliner Grotesk. Do not alter the logo in any manner other than to adjust the size. "Helping Others Grow" and/or a county name or association name may be added to it (above or below). Purdue EMG activities must also follow Purdue Extension guidelines including branding and EEO statements (see Purdue Extension Brand Basics, available from the Purdue Extension Communication and Marketing Resources website, [www.ag.purdue.edu/extension/communication](http://www.ag.purdue.edu/extension/communication)).



Purdue EMG logo designed for social media use.



Purdue EMG logos designed for other promotional materials and uses.

Purdue EMG apparel and other merchandise are available by visiting [https://shop.frecklesgraphics.com/purdue\\_master\\_gardener/shop/home](https://shop.frecklesgraphics.com/purdue_master_gardener/shop/home). Vendors who wish to use the Purdue EMG Program logo must be licensed through Purdue University and be in compliance with Purdue's marketing guidelines. Please contact the Purdue EMG state coordinator's office for specific questions about the use of the Purdue EMG Program logo on apparel and marketing items. You may also visit the Purdue University Trademarks and Licensing website, <https://www.purdue.edu/trademarks-licensing/>.

## Recommendations to Clientele

Purdue EMGs and interns strive to provide unbiased information to the general public with no intended endorsement of specific products, companies, or services. Purdue EMGs are to make recommendations only in the area of home horticulture. Purdue EMGs shall follow published Purdue recommendations when giving pesticide (insecticide, herbicide, fungicide) recommendations.

Questions about cultural practices and problems not specifically covered by Purdue recommendations should be referred to a local Purdue Extension educator. Questions about commercial crops or plants also should be referred to a local Purdue Extension educator.

## Pest Information Policy

Protecting the environment and human health is a concern for everyone. In order to promote wise and effective pest management decisions, Purdue EMG Program volunteers are asked to subscribe to the following policies when providing pest management information:

1. You understand the pest management information you provide must be limited to home, lawn, and garden problems. Questions about commercial crop production, commercial pest control, and pesticide liability are to be referred to the appropriate Purdue Extension professional.
2. You understand that you are to provide both nonchemical and chemical pest management information as approved by Purdue Extension and allow the client to make their own choice of strategies.
3. You understand that pesticides must be applied with care and only to the plants, animals, or sites listed on the pesticide labels. When mixing and applying pesticides, users must follow all label precautions to protect the applicator, other people, and the environment. It is a violation of law to disregard label directions. You understand that pesticide labels and Extension recommendations from other states may not be applicable or legal in Indiana. If available at the time of consultation, you will attempt to communicate the label precautions to the client along with the pest management options.
4. You understand that as a Purdue EMG you are considered a volunteer representative of Purdue Extension. Therefore, when it comes to pest management, you will provide only accurate, documented control options provided by Purdue Extension for home and garden use. You understand that if the client or you are not clear about information, you will request clarification from the appropriate Purdue Extension professional.

## Expectations for Volunteer Behavior

These behavioral expectations give Purdue EMG volunteers the opportunity to reaffirm their commitments and dedication to the well-being of Indiana citizens. When Purdue EMG volunteers agree to follow these policies, they are making a collective statement that youth and adult audiences are being treated with respect, dignity, and attention to individual needs.

In the role of a Purdue EMG volunteer, you will:

1. Respect, adhere to, and enforce the rules, policies, and guidelines established by Purdue Extension, and abide by all applicable state and federal laws.
2. Accept the supervision and support from salaried Purdue Extension staff or designated management volunteers.
3. Accept responsibility to represent Purdue Extension and the Purdue EMG Program with dignity and pride by being a positive role model for the citizens of Indiana.
4. Conduct yourself in a courteous, respectful manner, and do your best to cooperate with others.



5. Be truthful and forthright when representing the Purdue EMG Program.
6. Recognize that verbal or physical abuse, failure to comply with equal opportunity and antidiscrimination laws, or committing criminal acts may be grounds for termination as a Purdue EMG volunteer.
7. Understand that being under the influence of alcohol or illegal drugs while representing the Purdue EMG Program may result in termination as a Purdue EMG volunteer.
8. Operate machinery, vehicles, and other equipment in a safe, lawful, and responsible manner.
9. Use technology and social media in an appropriate manner that reflects the best practices in your role as a Purdue EMG.
10. Use the Purdue EMG title only for approved volunteer activities in the Purdue EMG Program, not for commercial purposes.
11. Provide unbiased information to the general public with no intended endorsement of specific products, companies, or services. You understand that you will make recommendations only in the area of consumer horticulture. When it is necessary to make recommendations that include the use of pesticides, you will follow Purdue University policy regarding this issue.

**Being a Purdue EMG volunteer is a privilege, not a right. If, during the application process, Purdue Extension staff determine that an applicant is not the right fit for the Purdue EMG Program, then Purdue Extension staff reserve the right to decline the applicant as a volunteer.**

## Termination of a Volunteer

In the unfortunate event that a Purdue EMG volunteer's behavior violates Purdue EMG policies, the volunteer refuses to follow the policies, or the volunteer's behavior demonstrates a poor fit in relation to the overall mission or philosophy of the Purdue EMG Program, the following procedures and process may be followed:



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1. The EMG county coordinator may send a letter of reprimand to the volunteer.
2. At Purdue EMG Program's sole discretion, a meeting may be scheduled between the volunteer, the EMG county coordinator and the Purdue Extension county Extension director. This meeting is not required, and the termination and/or probation process can continue regardless of whether or not a meeting has taken place.
3. Either a probation period with explicit goals will be set, or the volunteer will be terminated.

Purdue University and the Purdue EMG Program reserve the right to immediately terminate any volunteer who demonstrates egregious behavior that rises to the level that termination is necessary for health and/or safety reasons, as determined by the Purdue Extension county director.

By completing the Purdue EMG Program application and signing the volunteer agreement included in the application, Purdue EMG volunteers acknowledge that they have read and agree to abide by the behavioral expectations in this document and understand that failing to comply with these expectations may result being terminated as a Purdue EMG volunteer.

## Photo Release

Purdue EMG volunteers are often involved in activities and events that are promoted on Purdue websites, presentations, publications, and other marketing materials related to the program. All Purdue EMGs are asked to agree to the photo release in the Purdue EMG Volunteer Application and Agreement. If an EMG does not wish to be included in a photo or video, they are encouraged to inform the photographer or videographer.

## Purdue University

### Nondiscrimination Policy

Purdue EMG volunteers are representatives of Purdue Extension and, while performing activities in their role as a Purdue EMG, are to avoid discriminating against any person or group of people on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. Purdue Extension will conduct its programs, services and activities consistent with applicable federal, state, and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Purdue's Equal Opportunity, Equal Access and Affirmative Action policy.

The Purdue University nondiscrimination statement is available at [https://www.purdue.edu/purdue/ea\\_eou\\_statement.php](https://www.purdue.edu/purdue/ea_eou_statement.php).

### Vehicle Use Policy

Please see Purdue University's vehicle use policy located at: [www.purdue.edu/business/risk\\_mgmt/Vehicle\\_Use\\_Info](http://www.purdue.edu/business/risk_mgmt/Vehicle_Use_Info).



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## Appendix A: Purdue Extension Master Gardener Position Description

### Title

Purdue Extension Master Gardener

### Objective

To extend Purdue Extension's educational programs in home horticulture through the use of trained volunteers.

### Position Description

The Purdue Extension Master Gardener:

- Cooperates with and assists Purdue Extension county staff; answers questions and inquiries — by telephone, in clinics, at demonstrations, and/or at workshops — from the general public about gardening, trees, shrubs, lawns, plants, insects, and related topics.
- Helps prepare educational resources (including mass media materials) and home horticulture class presentations.
- Keeps appropriate records and reports volunteer activities as requested by the EMG county coordinator.

### Requirements

A Purdue Extension Master Gardener must:

- Complete an intensive basic training and pass a final exam.
- Devote a minimum of 40 hours of volunteer service within two years of completing Purdue EMG Basic Training (See note on page 7 concerning minimum certification requirements).
- Be willing to develop knowledge and skills in ornamental horticulture, home gardening, and related areas.
- Effectively communicate with the public via telephone, personal contact, group contact, or written communication.

### Supervision

The Purdue Extension educator who administers the Purdue EMG Program in each county is the EMG county coordinator. The coordinator supervises and supports Purdue EMG volunteers. The EMG county coordinator will review the suitability of any work for volunteer credit. The coordinator will provide training for volunteers. The coordinator will provide work space, a telephone, and other needed support if possible. The coordinator will provide information about continuing education opportunities.





## Appendix B: Purdue Extension Master Gardener Volunteer Application and Agreement (Form EMG-1)

**Please obtain the current Purdue EMG Volunteer Application and Agreement from your EMG County Coordinator.**

When you sign this Purdue EMG Volunteer Application and Agreement you confirm that you agree to follow all policies concerning the use of the Purdue EMG title. You also confirm that you have read and agree to follow all policies stated in the Purdue EMG Program Policy Guide ([www.hort.purdue.edu/mg](http://www.hort.purdue.edu/mg)).

In order to be considered for participation in the Purdue EMG Basic Training or to continue volunteering as a Purdue EMG volunteer, please read and sign the current agreement, and return it to your Extension Master Gardener county coordinator.

*Please print or type*

Full Name \_\_\_\_\_

Alias/Maiden Name \_\_\_\_\_

Address \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

County of Purdue EMG Basic Training \_\_\_\_\_

County of Purdue EMG Service \_\_\_\_\_

Do you require reasonable accommodations to participate in this program? Yes \_\_\_ No \_\_\_

If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact Information (required)

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Relationship \_\_\_\_\_

Have you been convicted of a crime (excluding minor traffic violations)? \_\_\_ Yes \_\_\_ No

If yes, give date, nature of offense and disposition.

\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** A criminal record will not necessarily disqualify an applicant; it will be considered relative to the specifics of the position.

Why do you want to become a Purdue EMG volunteer? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Please share your prior volunteer experience:

Organization	Volunteer Role	City/State	Years

Please indicate your education, experience, skills and interests that might relate to the Purdue EMG Program:

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*The following questions regarding race and ethnicity are optional*

**Gender**

- Male
- Female
- Not Listed
- Prefer Not to Answer

**What is Your Age?**

- Under 18
- 18 – 29
- 30 – 39
- 40 – 49
- 50 – 59
- 60 – 69
- 70+ Years
- Prefer Not to Answer

**What is Your Race?**

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Some Other Race
- Two or More Races
- Prefer Not to Answer

**What is Your Ethnicity?**

- Hispanic
- Non-Hispanic
- Prefer Not to Answer

**Provisions of the Agreement to Participate in the Purdue Extension Master Gardener Program**

Please read the statements below. By signing this form, you agree to all the statements below.

- **Use of Title.** I understand that the title “Purdue Extension Master Gardener” is to be used exclusively in the Purdue EMG Program. Purdue EMGs are expected to identify themselves as such only when engaged in unpaid public service approved by Purdue Extension. Appearing in a commercial activity, endorsing commercial products, or implying Purdue University endorsement of any product or place of business are inappropriate and violate the policies of the Purdue EMG Program.
- **Understanding Policies.** I have read the Purdue EMG Program Policy Guide ([www.hort.purdue.edu/mg](http://www.hort.purdue.edu/mg)) and agree to follow all policies regarding participation in the program.
- **Age Certification.** I am 18 years or older.
- **Registry Checks.** I consent to annual registry checks via the Dru Sjodin National Sex Offender Registry and Indiana Sex Offender Registry as explained in the Purdue EMG Program Policy Guide.





- **Identity Verification.** I agree to provide evidence of a government-issued photo ID verifying my identity.
- **Behavioral Expectations.** I agree to abide by the adult behavioral expectations for Purdue EMGs explained in the Purdue EMG Program Policy Guide.
- **Pest Recommendations.** I agree to make recommendations to the public according to the Purdue EMG pest information policy outlined in the Purdue EMG Program Policy Guide.
- **Liability Release.** I understand that participating in the Purdue EMG Program can involve certain risks to me. I accept those risks. I hereby discharge Purdue University, the Trustees of Purdue University, the county commissioners, the Purdue Extension county office, and each of their trustees, officers, appointees, agents, employees, and volunteers (“Released Parties”) from all claims that I might have for any injury or harm including death, arising out of my participation in any activity related to the Purdue EMG Program, even if such injury or harm is caused by the negligence or fault of any of the Released Parties. I do not, however, release these individuals and entities from liability for intentional, willful, or wanton acts and this release shall not be construed to include such acts.
- **First Aid.** I give permission for Purdue EMG Program and its representatives, and emergency personnel to make necessary first aid decisions if I am injured or fall ill while participating in Purdue EMG Program activities. I shall be financially responsible for the cost of any medical treatment.
- **Photo Release.** I grant permission for the Purdue EMG program to use videos or photographs of me for educational purposes or promotion of the Purdue EMG program and/or Purdue Extension programs.
- **Vehicle Use.** I certify that I comply with all requirements established by the Purdue University Use of Vehicles for University Business policy explained at [www.purdue.edu/business/risk\\_mgmt/Vehicle\\_Use\\_Info](http://www.purdue.edu/business/risk_mgmt/Vehicle_Use_Info).
- **Volunteer Service.** I agree to contribute at least 40 hours of volunteer service within two years of completing Purdue EMG Basic Training (See note on page 7 of the Purdue EMG Program Policy Guide concerning minimum certification requirements.). I also understand that in order to continue my certification as a Purdue EMG I must contribute at least 12 hours of volunteer service and 6 hours of educational training approved by my EMG county coordinator each subsequent year. I agree to report volunteer activity and educational training hours to the EMG county coordinator at least once per year using a reporting method approved by the EMG county coordinator.
- **County Coordinator.** I understand that the Purdue Extension educator serving as the Master Gardener county coordinator for the county where I volunteer as a Purdue EMG is the coordinator and advisor for the Purdue EMG Program in that county and for my involvement in the program.
- **Notification of Changes.** I will contact the Purdue EMG county coordinator or Purdue EMG state coordinator if changes in my life occur that cause me to be ineligible to serve as a Purdue EMG volunteer.

Applicant’s Signature \_\_\_\_\_

Applicant’s Printed Name \_\_\_\_\_ Date \_\_\_\_\_

***Purdue Extension Office Use Only***

National Sex Offender Registry Check — Date Completed \_\_\_\_\_

Purdue Extension Office Staffer Completing Check \_\_\_\_\_

Indiana Sex Offender Registry Check — Date Completed \_\_\_\_\_

Purdue Extension Office Staffer Completing Check \_\_\_\_\_

Verification of Photo ID — Date Completed \_\_\_\_\_

Purdue Extension Office Staffer Completing Verification \_\_\_\_\_



# Appendix C: Purdue Extension Master Gardener Annual Agreement Form (Form EMG-2)



**Existing Purdue EMGs complete the following EMG Annual Agreement Form through MG Manager online volunteer management system.**

When you sign this Purdue EMG Volunteer Application and Agreement you confirm that you agree to follow all policies concerning the use of the Purdue EMG title. You also confirm that you have read and agree to follow all policies stated in the Purdue EMG Program Policy Guide ([www.hort.purdue.edu/mg](http://www.hort.purdue.edu/mg)).

In order to be considered for participation in the Purdue EMG Basic Training or to continue volunteering as a Purdue EMG volunteer, please read and sign the current agreement, and return it to your Extension Master Gardener county coordinator.

*Please print or type*

Full Name \_\_\_\_\_

Alias/Maiden Name \_\_\_\_\_

Address \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

County of Purdue EMG Basic Training \_\_\_\_\_

County of Purdue EMG Service \_\_\_\_\_

Do you require reasonable accommodations to participate in this program? Yes \_\_\_\_ No \_\_\_\_

If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_

### Emergency Contact Information (required)

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Relationship \_\_\_\_\_





The following questions regarding race and ethnicity are optional

**Gender**

- Male
- Female
- Not Listed
- Prefer Not to Answer

**What is Your Age?**

- Under 18
- 18 – 29
- 30 – 39
- 40 – 49
- 50 – 59
- 60 – 69
- 70+ Years
- Prefer Not to Answer

**What is Your Race?**

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Some Other Race
- Two or More Races
- Prefer Not to Answer

**What is Your Ethnicity?**

- Hispanic
- Non-Hispanic
- Prefer Not to Answer

**Provisions of the Agreement to Participate in the Purdue Extension Master Gardener Program**

Please read the statements below. By signing this form, you agree to all the statements below.

- **Use of Title.** I understand that the title “Purdue Extension Master Gardener” is to be used exclusively in the Purdue EMG Program. Purdue EMGs are expected to identify themselves as such only when engaged in unpaid public service approved by Purdue Extension. Appearing in a commercial activity, endorsing commercial products, or implying Purdue University endorsement of any product or place of business are inappropriate and violate the policies of the Purdue EMG Program.
- **Understanding Policies.** I have read the Purdue EMG Program Policy Guide ([www.hort.purdue.edu/mg](http://www.hort.purdue.edu/mg)) and agree to follow all policies regarding participation in the program.
- **Age Certification.** I am 18 years or older.
- **Registry Checks.** I consent to annual registry checks via the Dru Sjodin National Sex Offender Registry and Indiana Sex Offender Registry as explained in the Purdue EMG Program Policy Guide.
- **Identity Verification.** I agree to provide evidence of a government-issued photo ID verifying my identity.
- **Behavioral Expectations.** I agree to abide by the adult behavioral expectations for Purdue EMGs explained in the Purdue EMG Program Policy Guide.
- **Pest Recommendations.** I agree to make recommendations to the public according to the Purdue EMG pest information policy outlined in the Purdue EMG Program Policy Guide.



- **Liability Release.** I understand that participating in the Purdue EMG Program can involve certain risks to me. I accept those risks. I hereby discharge Purdue University, the Trustees of Purdue University, the county commissioners, the Purdue Extension county office, and each of their trustees, officers, appointees, agents, employees, and volunteers (“Released Parties”) from all claims that I might have for any injury or harm including death, arising out of my participation in any activity related to the Purdue EMG Program, even if such injury or harm is caused by the negligence or fault of any of the Released Parties. I do not, however, release these individuals and entities from liability for intentional, willful, or wanton acts and this release shall not be construed to include such acts.
- **First Aid.** I give permission for Purdue EMG Program and its representatives, and emergency personnel to make necessary first aid decisions if I am injured or fall ill while participating in Purdue EMG Program activities. I shall be financially responsible for the cost of any medical treatment.
- **Photo Release.** I grant permission for the Purdue EMG program to use videos or photographs of me for educational purposes or promotion of the Purdue EMG program and/or Purdue Extension programs.
- **Vehicle Use.** I certify that I comply with all requirements established by the Purdue University Use of Vehicles for University Business policy explained at [www.purdue.edu/business/risk\\_mgmt/Vehicle\\_Use\\_Info](http://www.purdue.edu/business/risk_mgmt/Vehicle_Use_Info).
- **Volunteer Service.** I agree to contribute at least 40 hours of volunteer service within two years of completing Purdue EMG Basic Training (See note on page 7 of the Purdue EMG Program Policy Guide concerning minimum certification requirements.). I also understand that in order to continue my certification as a Purdue EMG I must contribute at least 12 hours of volunteer service and 6 hours of educational training approved by my EMG county coordinator each subsequent year. I agree to report volunteer activity and educational training hours to the EMG county coordinator at least once per year using a reporting method approved by the EMG county coordinator.
- **County Coordinator.** I understand that the Purdue Extension educator serving as the Master Gardener county coordinator for the county where I volunteer as a Purdue EMG is the coordinator and advisor for the Purdue EMG Program in that county and for my involvement in the program.
- **Notification of Changes.** I will contact the Purdue EMG county coordinator or Purdue EMG state coordinator if changes in my life occur that cause me to be ineligible to serve as a Purdue EMG volunteer.

Applicant’s Signature \_\_\_\_\_

Applicant’s Printed Name \_\_\_\_\_ Date \_\_\_\_\_

***Purdue Extension Office Use Only***

National Sex Offender Registry Check — Date Completed \_\_\_\_\_

Purdue Extension Office Staffer Completing Check \_\_\_\_\_

Indiana Sex Offender Registry Check — Date Completed \_\_\_\_\_

Purdue Extension Office Staffer Completing Check \_\_\_\_\_

Verification of Photo ID — Date Completed \_\_\_\_\_

Purdue Extension Office Staffer Completing Verification \_\_\_\_\_

## Appendix D: Resources

### Websites

#### Purdue Consumer Horticulture

[www.hort.purdue.edu/ext](http://www.hort.purdue.edu/ext)  
[www.facebook.com/PurdueHomeHort/](https://www.facebook.com/PurdueHomeHort/)  
[www.twitter.com/purduehomehort](https://www.twitter.com/purduehomehort)

#### Purdue Department of Horticulture and Landscape Architecture

[www.ag.purdue.edu/hla/Pages/default.aspx](http://www.ag.purdue.edu/hla/Pages/default.aspx)  
<https://www.facebook.com/PurdueHorticultureAndLandscapeArchitecture/>  
[www.twitter.com/purduehortla](https://www.twitter.com/purduehortla)

#### Purdue Extension

[www.extension.purdue.edu/](http://www.extension.purdue.edu/)  
[www.facebook.com/PurdueExtension/](https://www.facebook.com/PurdueExtension/)  
[www.twitter.com/PurdueExtension](https://www.twitter.com/PurdueExtension)  
[www.youtube.com/user/PUExtension](https://www.youtube.com/user/PUExtension)

#### Purdue Extension Education Store

<https://www.edustore.purdue.edu>

#### Purdue Extension Master Gardener Program

[www.hort.purdue.edu/mg](http://www.hort.purdue.edu/mg)  
[www.facebook.com/purduemastergardener](https://www.facebook.com/purduemastergardener)  
[www.twitter.com/PurdueMG](https://www.twitter.com/PurdueMG)

#### Purdue Landscape Report

[www.purduelandscapereport.org/](http://www.purduelandscapereport.org/)  
[www.facebook.com/PurdueLandscapeReport](https://www.facebook.com/PurdueLandscapeReport)

#### Purdue Master Gardeners ... Growing Through Leadership

[www.purdue.edu/hla/sites/master-gardener/growing-through-leadership/](http://www.purdue.edu/hla/sites/master-gardener/growing-through-leadership/)

#### Purdue EMG Links

[www.purdue.edu/hla/sites/master-gardener/chapters/](http://www.purdue.edu/hla/sites/master-gardener/chapters/)

#### Purdue Plant Doctor Apps

[www.purdueplantdoctor.com/](http://www.purdueplantdoctor.com/)  
[www.facebook.com/PurduePlantDoctor/](https://www.facebook.com/PurduePlantDoctor/)  
[www.twitter.com/purdueplantdocs](https://www.twitter.com/purdueplantdocs)

#### Purdue Plant & Pest Diagnostic Laboratory

[www.ppdل.purdue.edu](http://www.ppdل.purdue.edu)  
[www.facebook.com/PurduePPDL/](https://www.facebook.com/PurduePPDL/)  
[www.twitter.com/PurduePPDL](https://www.twitter.com/PurduePPDL)

#### Purdue Rainscaping Education Program

<https://extension.purdue.edu/rainscaping/>

#### Purdue Turf Tips

<https://turf.purdue.edu/turf-tips/>

**Submit plant and pest samples** for diagnosis or identification to the Purdue Plant & Pest Diagnostic Laboratory. Submit samples with a completed sample submission form — PPDL-1-W (available at [www.ppdل.purdue.edu](http://www.ppdل.purdue.edu)) — and a check for \$11 payable to Purdue University to:

#### Plant & Pest Diagnostic Laboratory

LSPS-Room 101, Purdue University

915 W. State Street

West Lafayette, IN 47907-2054

#### United States Department of Agriculture Plant Hardiness Zones Map

[www.planthardiness.ars.usda.gov/PHZMweb/](http://www.planthardiness.ars.usda.gov/PHZMweb/)