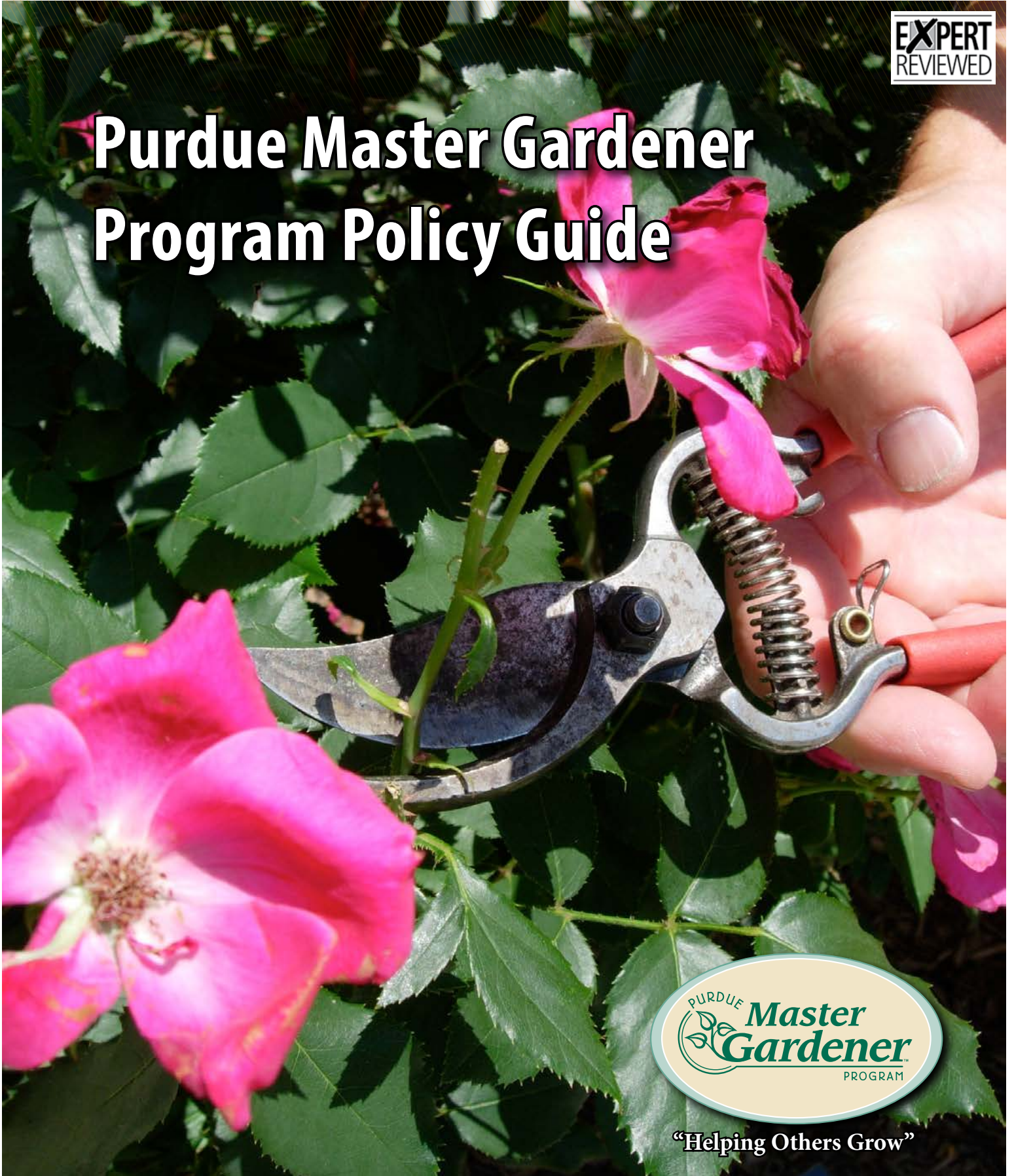




Purdue Master Gardener Program Policy Guide



“Helping Others Grow”

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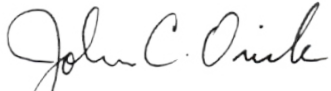
Welcome

Dear Gardening Enthusiast,

I would like to thank you for interest in the Purdue Master Gardener Program! Purdue 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 Master Gardener volunteers.

A Purdue Master Gardener volunteer truly helps others grow.

Best wishes to you as you volunteer in this important role as a Purdue Master Gardener!



John Orick

Purdue Master Gardener State Coordinator

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Purdue Extension Administrative Endorsement

The Purdue Master Gardener Program is coordinated and administered by Purdue Extension educators and by a Purdue Master Gardener state coordinator who is a full-time Purdue Extension specialist. The Purdue Master Gardener 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. Purdue 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 Master Gardener certification, volunteers must complete horticultural training conducted by Purdue Extension county offices and engage in volunteer service that has been approved by Master Gardener county coordinators and performed in Indiana communities. To promote and further establish the Purdue Master Gardener Program as one of Purdue Extension's signature programs, Purdue Extension staff support and enforce the policies and procedures contained in this *Purdue Master Gardener Program Policy Guide*.

Every Purdue Master Gardener 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.



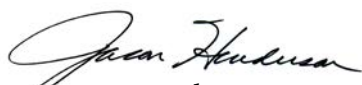
Dr. Hazel Wetzstein

Department Head, Purdue Department of Horticulture and Landscape Architecture



Dr. Mike Schutz

Agricultural and Natural Resources Program Leader, Purdue Extension



Dr. Jason Henderson

Director, Purdue Extension

Purpose

The Purdue Master Gardener 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 Master Gardener, participants must complete the Purdue Master Gardener Basic Training program and contribute a minimum of 35 hours of volunteer activity on behalf of the Purdue Master Gardener Program. After completing the training program and passing the final examination, participants will be recognized as Purdue Master Gardener Interns. Once Interns have completed their initial volunteer commitments, they will be certified Purdue Master Gardeners.

Volunteer Commitment

A Purdue Extension educator administers the program in your county and is the Master Gardener 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 Master Gardeners may accept reimbursement of personal travel expenses and/or they may 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 his or her place of employment as a part of his or her job responsibilities, this will not be considered volunteer service to Purdue Extension.

During volunteer service, local Master Gardener county coordinators and more experienced Purdue Master Gardener volunteers provide additional training, coaching, and technical assistance. Purdue Master Gardeners are provided Purdue Extension resources and should encourage clientele to obtain

Purdue Extension publications from the Education Store (www.the-education-store.com) or from their Purdue Extension county offices.

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

Application and Volunteer Agreement

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

As part of the Purdue Master Gardener Application and Volunteer Agreement process, all participants must:

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

Training

Potential Purdue Master Gardener volunteers are required to complete at least 35 hours of horticulture training. The Purdue Master Gardener 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, in accordance with 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 by attending a Purdue Master Gardener Basic Training session in another county on the same topic or by listening to an audio recording or watching a video of the missed session. These options will be approved at the discretion of the Master Gardener county coordinator administering the training.

Basic Training Required Core Topics

Every Purdue Master Gardener Basic Training will cover the following topics:

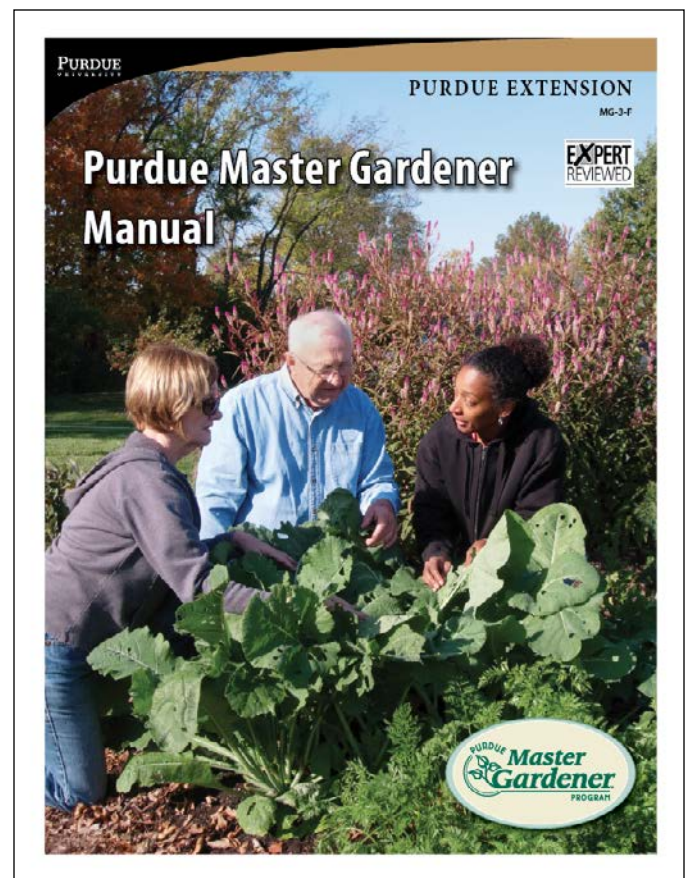
- Purdue Master Gardener orientation
- Pesticide safety and pesticide alternatives
- Soils and plant nutrition
- Plant science
- Weed identification and control
- Plant disease diagnosis
- Insect identification and control
- Animal pests
- Lawn care
- Herbaceous ornamentals
- Woody ornamentals
- Vegetable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

Exam

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

Fees and Materials

Potential Master Gardeners are charged a fee that covers the cost of the supplies and literature they receive during training. The Master Gardener county coordinator will inform participants of the cost. The Master Gardener literature 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 Master Gardener Basic Training. This reference also includes questions Purdue Master Gardeners may receive from the public with examples of appropriate responses. This manual will be a valuable resource for volunteers.

Certification

After completing the volunteer commitment of at least 35 hours, Master Gardener Interns will receive a certificate from Purdue University through their Master Gardener county coordinator that verifies they completed the Purdue Master Gardener Program requirements. The Master Gardener county coordinator will determine an appropriate time or event for presenting the certificates. See Appendix D: Sample Purdue Master Gardener Certificate, page 16.

Annual Volunteer Requirements

Once an individual has completed the necessary requirements and is a certified Purdue Master Gardener, that does not mean he or she is a Purdue Master Gardener for life. Purdue Master Gardeners must satisfy specific requirements each year to maintain the Purdue Master Gardener title and remain eligible to volunteer and participate in official Purdue Master Gardener activities and events.

Purdue Master Gardener Annual Requirements

To remain active each year, a Purdue Master Gardener must:

1. Volunteer for a minimum of 12 hours each year and report that activity to the Master Gardener 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 Master Gardener Volunteer Application and Agreement to the Purdue Extension county office coordinating the Purdue Master Gardener program of involvement. Purdue Master Gardener volunteers must be 18 or older to sign the volunteer agreement.— see Appendix B: Purdue Master Gardener Volunteer Application and Agreement, page 13.

4. Consent to screening on these registries:

- Dru Sjodin National Sex Offender Public Website: www.nsopw.gov.
- Indiana Sex and Violent Offender Registry: www.icrimewatch.net/indiana.

Consent for Sex and Violent Offender Registry Checks

All Purdue Master Gardener volunteers must provide the following information for an annual background check:

- Date of birth
- Full name
- Alias/maiden name

Purdue Master Gardeners and potential Purdue Master Gardener 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 Master Gardeners must verify that they understand that misrepresenting or omitting facts requested is just cause for dismissal from the Purdue Master Gardener 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 Master Gardener 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 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 Master Gardener 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 Master Gardener has fulfilled his or her volunteer hour commitment for initial certification, the individual is eligible to work toward Advanced Purdue Master Gardener certification. Purdue Master Gardener Program advanced certification requires at least 10 hours of approved additional instruction and a minimum of 25 hours of additional volunteer service.

Other Advanced Master Gardener certification levels include Bronze, Silver, and Gold. The Gold level further recognizes those who have volunteered 1,000, 2,000, 3,000, 4,000, and 5,000 hours. Advanced Master Gardeners who earn Gold Level-1,000 hours will be recognized at the Annual Purdue Master Gardener State Conference.

Minimum Certification Requirements

Certification Level	Cumulative Volunteer Activity Hours	Cumulative Educational Training Hours
Master Gardener	35	35
Advanced Master Gardener	60	45
Advanced Master Gardener Bronze	200	60
Advanced Master Gardener Silver	500	75
Advanced Master Gardener Gold 1,000	1,000	100
Advanced Master Gardener Gold 2,000	2,000	200
Advanced Master Gardener Gold 3,000	3,000	300
Advanced Master Gardener Gold 4,000	4,000	400
Advanced Master Gardener Gold 5,000	5,000	500

Reporting Volunteer Activity and Educational Training Hours

Purdue Master Gardeners should speak to their Master Gardener county coordinator about the approved method for reporting volunteer activity and educational training hours. Many counties offer an online reporting system to make reporting easier and more convenient for volunteers. There are also printed forms available for those who do not have access to a computer or Internet service.

Volunteers also may use computers at local libraries or Purdue Extension county offices to access the online reporting system. Records of Purdue Master Gardener volunteer hours are essential for Purdue Extension staff members to report the tremendous educational impact that Purdue Master Gardeners have in Indiana communities.

Lapse in Volunteer Activity

Purdue Master Gardener 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 activity and educational training 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 Master Gardener Manual (if not previously obtained or if the material has been updated since last active in the program), submit a signed volunteer agreement, provide evidence of a government-issued photo ID, 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 Purdue Master Gardener volunteer will be required to retake the Purdue Master Gardener Basic Training, purchase any updated Purdue Master Gardener manuals or materials, retake and pass the Purdue Master Gardener Basic Training exam with a score of 70 percent or more, submit a signed Purdue Master Gardener Volunteer Application and Agreement (see page 13), 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 Master Gardeners who wish to transfer to a Purdue Master Gardener Program in another Indiana county are required to:

1. Apply to the program through the Master Gardener county coordinator they wish to transfer to. Volunteers must complete and sign the Purdue Master Gardener Program Volunteer Application and Agreement.
2. Submit to checks of the national and Indiana sex and violent offender registries and verify their identity by providing evidence of a government-issued photo ID.

3. Provide written records from the previous Master Gardener county coordinator that **verify**:
 - The applicant completed Purdue Master Gardener Basic Training.
 - The applicant's volunteer activity and educational training hours.

The applicant's volunteer activity and educational training hours are transferrable from one Indiana County to another.

Transferring Certification from Another State

Master Gardeners who were trained in another state and wish to volunteer for the Purdue Master Gardener Program must:

1. Apply to the Purdue Master Gardener Program and sign the Purdue Master Gardener Program Volunteer Application and Agreement.
2. Submit to annual checks on the national and Indiana sex and violent offender registries (see page 4).
3. Verify his or her identity by providing evidence of a government-issued photo ID.
4. Pass the Purdue Master Gardener final exam (Purdue Master Gardener post-test) 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. Master Gardener county coordinators may charge additional fees to cover program expenses.
6. Provide written verification from their previous Master Gardener coordinator that they are Master Gardeners in good standing in their previous state Master Gardener program. Providing a record of volunteer hours and continuing education hours are helpful but will not be transferred to the Purdue Master Gardener Program from the transferring state's program. These records do help verify the applicant's Master Gardener volunteer activity in the previous state.
7. Complete the Purdue Master Gardener Orientation. Applicants may also be required to take other Master Gardener basic training sessions as determined by the Master Gardener

county coordinator.

8. The transferring Master Gardener will enter the program as an intern until completing 12 volunteer activity hours and six educational training hours to earn certification as a Purdue Master Gardener. Advanced levels will be earned according to the requirements on page 7.
9. Transferring Master Gardener Interns from another state will be required to meet the Purdue Master Gardener volunteer activity hour requirements for certification found on page 6 provided they have met requirements 1-7 above.

Transferring Certification to Another State Master Gardener Program

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

Use of the Purdue Master Gardener Title and Official Logo

The Purdue Master Gardener title may be used exclusively in the Purdue Master Gardener Program as part of Purdue Extension. The title may never be used for commercial purposes.

Purdue Master Gardener Program participants are expected to identify themselves as Purdue Master Gardeners only when they are performing volunteer work approved by their Master Gardener county coordinator. However, the training, experience, and certification gained by an individual in the Purdue Master Gardener Program may rightfully be included in personal resumes and volunteers are encouraged to include this training when seeking employment.

Purdue Master Gardener certificates and badges may not be displayed at places of business nor can the Purdue Master Gardener title be used in advertisements for a business except where the Purdue Master Gardener program is sponsoring an

educational program approved by the Master Gardener county coordinator.

The Purdue Master Gardener 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 "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 Master Gardener activities should also follow Purdue Extension branding guidelines (see *Purdue Extension Brand Basics*, available from the Purdue Extension Communication and Marketing Resources website, www.ag.purdue.edu/extension/communication).

Purdue Master Gardener apparel and marketing items are available through the Purdue Master Gardener state coordinator's office on a limited basis. Vendors who wish to use the Purdue Master Gardener Program logo must be licensed through Purdue University and be in compliance with Purdue's marketing guidelines. Please contact the Purdue Master Gardener state coordinator's office for specific questions about the use of the Purdue Master Gardener Program logo on apparel and marketing items.



Recommendations to Clientele

Purdue Master Gardeners and interns strive to provide unbiased information to the general public with no intended endorsement of specific products, companies, or services. Purdue Master Gardeners are to make recommendations only in the area of home horticulture. Purdue Master Gardeners 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 Master Gardener Program volunteers are asked to subscribe to the following policies when providing pest management information:

1. You understand that as a Purdue Master Gardener 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 as a Purdue Master Gardener you will provide both nonchemical and chemical pest management information as approved by Purdue Extension and allow the client to make his or her 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 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 Master Gardener 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 Master Gardener volunteers the opportunity to reaffirm their commitments and dedication to the well-being of Indiana citizens. When Purdue Master Gardener 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 Master Gardener 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 Master Gardener 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 Master Gardener 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 Master Gardener volunteer.

7. Understand that being under the influence of alcohol or illegal drugs while representing the Purdue Master Gardener Program may result in termination as a Purdue Master Gardener 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 Master Gardener.
10. Use the Purdue Master Gardener title only for approved volunteer activities in the Purdue Master Gardener 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 Master Gardener 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 Master Gardener 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 Master Gardener volunteer's behavior violates Purdue Master Gardener policies or the volunteer refuses to follow the policies and must be dismissed as a Purdue Master Gardener, the following procedures and process may be followed:

1. The Master Gardener county coordinator may send a letter of reprimand to the volunteer.
2. At Purdue Master Gardener Program's sole discretion, a meeting may be scheduled between the volunteer, the Master Gardener 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 Master Gardener 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 Master Gardener Program application and signing the volunteer agreement included in the application, Purdue Master Gardener 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 in being terminated as a Purdue Master Gardener volunteer.

Photo Release

Purdue Master Gardener volunteers are often involved in activities and events that are promoted on Purdue websites, presentations, publications, and other marketing materials related to the Purdue Master Gardener program. All Purdue Master Gardeners are asked to agree to the photo release in Appendix B: Purdue Master Gardener Volunteer Application and Agreement, page 13.

Purdue University Nondiscrimination Policy

Purdue Master Gardener volunteers are representatives of Purdue Extension and, while performing activities in their role as a Purdue Master Gardener, 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 www.purdue.edu/purdue/ea_eou_statement.html.

Vehicle Use Policy

Please see Purdue University's vehicle use policy located at: www.purdue.edu/business/risk_mgmt/Vehicle_Use_Info.

Appendix A: Purdue Master Gardener Position Description

Title

Purdue Master Gardener

Objective

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

Position Description

The Purdue 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 Master Gardener county coordinator.

Requirements

A Purdue Master Gardener must:

- Complete an intensive basic training and pass a final exam.
- Devote a minimum of 35 hours of volunteer service within two years of completing Purdue Master Gardener Basic Training.
- 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 Master Gardener Program in each county is the Master Gardener county coordinator. The coordinator supervises and supports Purdue Master Gardener volunteers. The Master Gardener county coordinator will review the suitability of any work for volunteer credit. The coordinator will provide in-service 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.