

OHIO MASTER GARDENER VOLUNTEER APPLICANT INVOLVEMENT PACKET



The attached documents comprise the Ohio Master Gardener Volunteer Applicant Involvement Packet and must be completed by all potential Ohio Master Gardener Volunteer Applicants. Please note that items in **bold** should be returned to: OSU Extension Stark County, ATTN: MGV Coordinator, 2800 Richville Dr. SE, Massillon, OH 44646.

- MGV 1 Cover letter from Master Gardener Volunteer Program County Coordinator
- MGV 2 Master Gardener Volunteer Program Policy Statement
- MGV 3 Master Gardener Volunteer Position Description
- MGV 4 Master Gardener Volunteer Application**
- MGV 5 Master Gardener Volunteer Standards of Behavior
Reference copy kept by the volunteer applicant
- MGV 6 Master Gardener Volunteer Standards of Behavior**
Official copy to be signed and returned with the application
- MGV 7 Master Gardener Volunteer Pest Management Information Policy
Reference copy kept by the volunteer applicant
- MGV 8 Master Gardener Volunteer Pest Management Information Policy**
Official copy to be signed and returned with the application
- MGV 9 Ohio State University Photo Release Form
- MGV 10 Ohio State University Activities and Program with Minor Participants-Policy
1.50 Standards of Behavior Form**





November 2019

Dear Potential Master Gardener Volunteer,

Thank you for your interest in the Ohio State University (OSU) Extension Master Gardener Volunteer (MGV) program. Volunteers are an integral part of our organization and make a significant contribution to consumer horticulture programming throughout Ohio. Following is important information about the OSU Extension volunteer selection process. All individuals interested in volunteering with OSU Extension must follow these selection procedures.

All potential volunteers will:

- (1) Receive a copy of the Master Gardener Volunteer Program Policy Statement (enclosed).
- (2) Receive a position description (enclosed).
- (3) Complete an application and return to the appropriate OSU Extension office.
- (4) Provide a minimum of three personal references.
- (5) Complete an interview with the OSU Extension professional in charge of the program (via a scheduled appointment).
- (6) Complete an online or fingerprint background check.
- (7) Review and sign the Volunteer Standards of Behavior, the Master Gardener Volunteer Pest Management Information Policy, and the Activities and Programs with Minor Participants.

To complete the application process, fill out the attached application packet and return it to: OSU Extension Stark County, ATTN: MGV Coordinator, 2800 Richville Dr. SE, Massillon, OH 44646, or email to: neikirk.2@osu.edu. If you require any accommodations to complete this process, please contact our office at 330-832-9856, xt.3476 so that appropriate arrangements can be made. **Applications are due by January 31, 2020.**

It is the applicant's responsibility to check the status of their application, ensure that all parts of their application have been received, and communicate any updates to personal information contained within the application.

Please know that all personal information is kept secure. The release of this information will follow The Ohio State University and OSU Extension operating procedures and will be in accordance with Ohio law.

Serving others in your community brings immense satisfaction as you help them grow, learn, develop, and succeed. Additionally, volunteering provides you an opportunity to gain new skills, help others, and meet new friends. We hope that you recognize the tremendous benefits of volunteering and will join us in helping assure that everyone involved has a positive, educational experience.

We are excited to have you join this outstanding volunteer program to further your horticulture education as well as to make a difference in your community

Sincerely,

Heather A. Neikirk
Extension Educator, Agriculture and Natural Resources
Stark County Master Gardener Volunteer Program Coordinator
OSU Extension Stark County
330-832-9856, xt. 3476
neikirk.2@osu.edu





OHIO STATE UNIVERSITY EXTENSION MASTER GARDENER VOLUNTEER PROGRAM

POLICY STATEMENT

PURPOSE

The Ohio State University Extension (OSUE) Master Gardener Volunteer (MGV) Program is an educational program designed to meet the consumer horticulture needs of Ohio citizens. Its purpose is to train volunteers and utilize their expertise to teach people more about plants and pests, their culture, and their importance to the environment and to our quality of life. MGVs provide technical assistance to their county Extension office in order that consumer horticulture activities and programs can be more effectively and efficiently delivered to Ohio's gardening public.

MGV trainees receive formal training from their county Extension office covering a wide range of pertinent horticultural topics. To become a MGV, the trainee must complete the training program, pass the required exams, and volunteer a specified number of hours to OSU Extension.

The volunteer commitment may be fulfilled in a number of different ways depending on the determined needs of the county residents. After the completion of the initial required training and volunteer hours, one becomes a certified OSUE MGV. Volunteers are encouraged to continue with the program by recertifying and assisting with the horticulture program as a certified OSUE Master Gardener Volunteer.

The Ohio MGV Program is supported on the state level by the OSU Extension Agricultural and Natural Resources Program Area and the Department of Horticulture & Crop Science. The State MGV Coordinator along with the guidance of a State MGV Advisory Committee develops policies and guidelines for the operation of the program; develops and implements the state support budget; provides training and recognition materials; in-service opportunities; and other resources for counties conducting the program. On the county level, the program is coordinated by an Extension professional who manages the program directly or supervises a MGV program coordinator.

TRAINING

The formal training program is the responsibility of the county Extension professional managing the program. Instructors are The Ohio State University faculty, Extension Specialists, Extension Associates, experienced Master Gardener Volunteers, and other experts.

The training program is to provide a balanced, integrated practical course in plant science. Core topics that are to be part of the training in every county are Orientation to Extension and the Master Gardener Volunteer Program; Basic Botany and Plant Physiology; Soils and Fertilizers; Basic Entomology; Basic Plant Pathology and Plant Disease Diagnostics; Integrated Pest Management and Pesticide Use and Safety; Home Lawn Care; Annuals, Perennials and Bulbs; Trees and Shrubs; Home Vegetable Production; Home Fruit Production; Houseplants; and Backyard Wildlife Management. Special topics, based on local needs, may also be part of the curriculum.

The principle resource for the training will be the Ohio MGV Training Manual that includes the core topics and material appropriate to Ohio. Core training is held during a 2-3 month period, with continuing education or in-service training provided during the year in accordance with county and regional needs and resources. An

annual statewide conference is offered to assist in fulfilling continuing education requirements, give program updates and present awards.

ATTENDANCE

Each MGV trainee is expected to attend every class session. The trainee is responsible for initiating provisions to make up any missed sessions. A limit on the number of allowable absences may be made by the county MGV coordinator.

EXAMINATIONS & QUIZZES

Each trainee must pass all quizzes and examinations with a cumulative average of 70% or better. There will be quizzes that test the trainees' knowledge of broad plant science principles, as well as a final open-book or take-home exam to test the trainees' abilities to retrieve information from reference materials.

CERTIFICATION

Upon entering the training program, each trainee becomes a MGV intern. Upon fulfillment of the training classes and the 50 hour volunteer commitment, the participant will receive an official MGV certificate, an official MGV name tag, and a 50 hour OSU Extension MGV pin.

VOLUNTEER COMMITMENT

The MGV training course consists of a minimum of 50 hours of instruction. A volunteer then completes 50 hours of service to OSUE to become a certified OSUE MGV. Only unpaid public service in Ohio State University Extension-sponsored activities counts toward the requirement. Other volunteer activities may be counted after receiving prior approval by the local coordinator. The required volunteer hours should be completed within one year of completion of the training course or other time period designated by the county MGV program coordinator.

Each MGV will complete: a background check, an official application, a signed OSU Extension Standards of Behavior, a signed Pest Management Information Policy (see below), and a signed Abuse Recognition and Reporting Form. An individual service record containing these documents is kept on file at the local OSU Extension office. This information is treated confidentially. Volunteers' records are kept in separate files in a secured place and are accessible only by trained Extension staff. It is the responsibility of the volunteer to make sure that the information on their application (i.e. address, phone, email) and their service record is kept current and accurate. This is necessary for liability reasons and for the protection of the volunteer as well as program clientele.

USE OF THE TITLE

The title "Ohio Master Gardener Volunteer" is to be used only and exclusively in the Ohio State University Extension Master Gardener Volunteer Program. Ohio MGVs are expected to identify themselves as such only when doing unpaid public service work under the auspices of the Ohio State University Extension. MGVs are advised not to advertise their place of business during extension-sponsored activities, and are not to be listed as MGVs on the advertisements of businesses that they own or where they are employed. Since Ohio State University Extension is a source of unbiased, research-based information, appearing as a commercial activity, having association with commercial products, or giving implied University endorsement of any product or place of business is inappropriate.

PESTICIDE RECOMMENDATIONS

Ohio MGVs, when performing MGV activities, are considered unpaid staff of Ohio State University Extension. MGVs are trained by Extension personnel and other experts and are provided with Extension publications. In addition to their training, MGVs receive diagnostic support from the C. Wayne Ellet Plant and Pest Diagnostic Clinic at OSU, and from various Extension Specialists. When it is necessary to make recommendations that include the use of pesticides, MGVs must follow product labels or OSU Extension recommendations. They are not to rely on their own personal experience, that of others, or common garden folklore.

RECERTIFICATION

Once an individual has completed the necessary requirements and is certified as an Ohio MGV, he or she is not automatically a MGV for life. MGVs must be recertified each year to remain on the "active" list and maintain the MGV title. MGV Recertification is achieved by fulfilling the following requirements:

- 1) Completing a minimum of twenty (20) hours of volunteer service each year, and
- 2) Completing a minimum of ten (10) hours continuing education by any of the following options:
 - * participation in State, Regional, National or International MGV Conferences.
 - * participation in county or district-sponsored continuing education sessions.
 - * participation in any other programs approved by the local MGV Coordinator for recertification.
- 3) Paying \$10.00 per year State Support fee.
- 4) Completing a criminal background check if involved with projects that require care, custody or control of minors or members of a vulnerable population per OSU Extension policy (every 4 years).
- 5) Completing MGV program recertification online annually that consists of reviewing the MGV Standards of Behavior, Pest Management Policy, Abuse Recognition and Reporting form, and other OSUE policies.

Each county MGV program may set its own recertification standards above and beyond these minimum requirements.

INACTIVE STATUS

An inactive MGV is one who is unable to commit to the annual recertification requirements listed above at some point in time, but would like the opportunity to remain in the program and recertify in the future. The following policy applies:

- 1) To request Inactive Status the MGV must be in good standing, having completed the original commitment of training, exam, and volunteer service.
- 2) The inactive MGV must obtain ten (10) hours of acceptable Continuing Education Credits during the total inactive period of time. (See Recertification #2)
- 3) An inactive MGV may recertify within three (3) years as long as the above criteria are met. Individuals on inactive status for more than three years must, in addition to meeting the above continuing education requirements, also retake and pass the final exam and complete a criminal background check.

RESIGNED

A volunteer who has left the program due to termination, resignation, death, or other reason will be considered RESIGNED. They are no longer a volunteer for the OSUE MGV program.

EMERITUS

This status and associated criteria are left up to each individual County Coordinator to determine. However, if the county allows Emeriti to volunteer for any activities, Emeriti must pay the state support fees, be included in the County's volunteer liability insurance list each year, and report all volunteer hours and activities to the county Coordinator who then reports this to the state. If the volunteer is active in teaching or interacting with the public, they must complete a fingerprint background check every 4 years and have their OSUE Liability Insurance paid.

OUT-OF-STATE TRANSFERS

A MGV who was certified in another state may be admitted into the Ohio MGV Program by meeting the following criteria:

- 1) obtain a criminal background check;
- 2) show that he/she is a MGV in good-standing in the other state;
- 3) complete the Volunteer Involvement packet for his/her file;
- 4) acquire a current Ohio MGV training manual;
- 5) pay the \$10.00 State Support fee;
- 6) acquire an Ohio State University Extension MGV name badge;

- 7) score a minimum of 70% on a final exam administered by the county MGV coordinator;
- 8) meet the recertification requirements listed above.

IN-STATE TRANSFERS

Ohio MGVs transferring from one county to another must also be in good standing and have their file transferred to the new county. The Coordinators in each county should communicate so this goes smoothly.

DISMISSAL OF A MASTER GARDENER VOLUNTEER

Disregard for the policies and guidelines established by the Ohio State University Extension, the Ohio Master Gardener Volunteer Program, and the OSUE County Program are grounds for dismissal as a MGV. When the county MGV coordinator finds it necessary to dismiss a volunteer, the volunteer must be informed in writing of the termination of his/her volunteer status. This notice of dismissal will become part of the volunteer's confidential file.



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MGV2 Reviewed September 2019

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MASTER GARDENER VOLUNTEER POSITION DESCRIPTION



General Description

The Master Gardener Volunteer (MGV) role is to support OSU Extension, Stark County in meeting the needs of our citizens in the area of consumer horticulture by assisting with educational programs, diagnosing plant problems, making cultural and pest management recommendations, and other various opportunities.

Specific Responsibilities:

- Answer consumer's telephone and online inquiries and assist office visitors with plant/insect samples for identification or diagnosis.
- Assist with establishing and maintaining stewardship gardens at the Extension facility.
- Assist teachers, 4-H volunteers, and/or children with gardening education projects in school or club settings.
- Interpret information from Extension bulletins and fact sheets for the general public.
- Distribute Extension information to the public at such events as garden center plant clinics, county fair, Home and Garden Shows, etc.
- Assist with Extension educational programming, such as talks for garden clubs, Extension sponsored workshops, etc.
- Keep records of consumer contacts and volunteer activities.

Time Required

Volunteer hours may vary from week to week, but they will generally be needed during regular work hours; although some evening and weekend opportunities exist. A total of 50 hours of education and 50 hours of volunteer service must be donated during the intern year. All volunteer hours must come from approved Stark County Master Volunteer Program projects and activities.

Qualifications

The MGV must show an interest in, enthusiasm for, and some knowledge of gardening. He/she must be able to communicate with the public by phone, online, and deal courteously with visiting public and Extension program participants. He/she must be able to read, write and comprehend the information presented in the training sessions, and be able to communicate that information to the gardening public. He/she must provide his/her transportation to training and volunteer activities. He/she should have an email account to access the online Volunteer Management System and receive communications.

Location: County office and various locations around the county.

Support Provided

In addition to the Ohio MGCV Manual, MGCVs have at their disposal office reference materials and Internet resources to assist in answering questions and requests for information. If the MGCV is unable to assist a consumer, questions and requests are referred to the Extension Educator or other appropriate staff.

Mentor

The local, assigned Extension Educator (Program Assistant, etc.) will provide coordination, supervision and support to the MGCVs. He/she will assign, review and evaluate volunteer activities.



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MASTER GARDENER VOLUNTEER APPLICATION

(All sections must be completed for consideration as a Master Gardener Volunteer)

Our Mission: We are Ohio State University Extension trained volunteers empowered to educate others with timely research-based gardening information.

I. GENERAL INFORMATION

Name: _____
 (First) (Middle) (Last)

Mailing Address: _____
 (Street) (City) (Zip)

Phone: Day: () _____ Best time to call (am/pm): _____
 Eve: () _____ Best time to call (am/pm): _____

Email: _____

Length of time at this address (years): _____

Have you participated in Ohio State University Extension activities or programs previously? (List most recent involvement) _____

If you have been a Master Gardener Volunteer in another state, please list the state, county, year of training program and program supervisor's name:



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II. VOLUNTEER INTEREST

Why are you interested in becoming a Master Gardener Volunteer?

What is your gardening philosophy?

Work Experience: (List current or most recent experience first)

Employer

Position Title

Year

Volunteer Experience: (List current or most recent experience first)

Organization

Volunteer Role

Year

Have you had any teaching or public speaking experience? Yes ____ No ____ If so, please provide details:

Other special skills, training, interests (i.e. bird watching, social media, publishing, writing, etc.):

Type of activities in which you are interested:

- | | | |
|--|---|--|
| <input type="checkbox"/> Garden Helpline | <input type="checkbox"/> Public Presentations | <input type="checkbox"/> Community Gardens |
| <input type="checkbox"/> Demonstration Gardens | <input type="checkbox"/> Working with Youth | <input type="checkbox"/> Working with Adults |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Garden Writing | <input type="checkbox"/> Health and Horticulture |

Other interests _____

Indicate days and times you are available to volunteer:

Monday	morning_____	afternoon_____	evening_____
Tuesday	morning_____	afternoon_____	evening_____
Wednesday	morning_____	afternoon_____	evening_____
Thursday	morning_____	afternoon_____	evening_____
Friday	morning_____	afternoon_____	evening_____
Saturday	morning_____	afternoon_____	evening_____

We sometimes have many more applicants than volunteer positions, and consequently must choose among equally qualified individuals. Please explain why you think you would make a good Master Gardener Volunteer:

III. PERSONAL REFERENCES

Have you ever been convicted of a misdemeanor or a felony? _____

If yes, please give date, nature, and disposition of offense:

Please note: A criminal record will be considered as it relates to specifics of the volunteer position for which you are applying. A criminal record may prevent an individual from volunteering, depending on the nature of the offense.

References: List **non-family** members who have knowledge of your skills, abilities, and qualifications. Individuals should have worked with you on projects and activities and/or have direct experience with or knowledge of your qualifications. **Please provide complete addresses and phone numbers.**

Name: _____
(Relationship) (Phone) (Email)

Address: _____
(Street) (City) (State) (Zip)

Name: _____
(Relationship) (Phone)

(Email)

Address: _____
(Street) (City) (State) (Zip)

Name: _____
(Relationship) (Phone)

(Email)

Address: _____
(Street) (City) (State) (Zip)

I authorize the contact of listed references and understand that I am required to submit to an online background check prior to final consideration of my application to volunteer. I understand that misrepresentation or omission of required information is just cause for non-appointment as a volunteer with Ohio State University Extension. I understand that I serve at the pleasure of the Ohio State University Extension and agree to abide by the policies of Ohio State University Extension and individual program areas and to fulfill the volunteer responsibilities to the best of my ability.

Applicant Signature: _____ Date: _____

Please return the application with all other required materials by January 31, 2020. Contact our office at 330-832-9856, xt. 3476, or email neikirk.2@osu.edu if you have any questions or wish further information.

Thank you for your interest in the Stark County Master Gardener Volunteer Program!



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Volunteer Standards of Behavior: Master Gardener Volunteers

Volunteer Copy

These Standards of Behavior are accepted by volunteers who commit to an Ohio State University Extension Master Gardener Volunteer Program as a condition of their volunteer status. The Standards of Behavior shall guide volunteer's behavior during their involvement with the Master Gardener Volunteer Program. Just as it is a privilege for Ohio State University to work with individuals who volunteer their time and energies to the organization, a volunteer's involvement with OSUE is a privilege and a responsibility, not a right.

The OSU Extension Master Gardener Volunteer Program provides unbiased, research-based educational programs accessible to all Ohio residents. The primary purpose of this Standards of Behavior is to ensure the safety and well-being of all Master Gardener Volunteer Program participants (i.e., target audiences, professionals and volunteers.) Master Gardener Volunteers are expected to function within the guidelines of Ohio State University Extension and the OSU Extension Master Gardener Volunteer Program.

Ohio State University Extension Master Gardener Volunteers will:

- Uphold volunteerism as an effective way to meet the needs of youth and adults.
- Uphold each individual's right to dignity, self-development, and self-direction.
- Accept supervision and support from professional Extension staff while involved in the program.
- Accept the responsibility to represent their individual county Master Gardener Volunteer Program and The Ohio State University.
- Conduct themselves in a courteous and respectful manner, with fairness, honesty, dignity and integrity, and provide positive role models for all with whom they work.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by their individual county Master Gardener Volunteer Program, the State Master Gardener Volunteer Program and OSUE.
- Not engage in abusive behaviors that physically or verbally threaten or harm any Extension program participant, including youth.
- Not engage in any act prohibited by law.
- Comply with all civil rights laws and policies, including but not limited to OSUE equal opportunity, anti-discrimination laws, and program participant policy.
- Perform duties in a responsible and timely manner as outlined in the position description.
- Immediately report any threats to the volunteer's emotional or physical well-being to the county Extension professional coordinating the Master Gardener Volunteer Program.
- Accept the responsibility to promote and support Master Gardener Volunteer activities in order to develop an effective county, state, and national program.
- Handle animals and operate machinery, vehicles, and other equipment in a responsible manner.



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Volunteer Standards of Behavior: Master Gardener Volunteers continued

I understand and agree that as a volunteer:

- In accordance with The Ohio State University policy, *Self-Disclosure of Criminal Convictions Policy 4.17*, I am required to self-disclose criminal convictions within three business days of the conviction.
- I will uphold and support the responsible and lawful use of social media. In so doing, I will not create or post social media content that is abusive, threatening, defamatory, obscene, harassing, or creates a hostile environment.
- I will report any child abuse, sexual abuse, or neglect in accordance with university policy.
- I will not intentionally or purposefully place myself in a position alone with a member of a vulnerable population in a one-on-one situation, including, but not limited to sleeping quarters with minors.
- I will not, under any circumstances, physically, verbally, or emotionally abuse or fail to provide the basic necessities of care, such as food or shelter to participants.
- I will endeavor to provide a safe and healthy program/camp experience for all participants.
- My volunteer status is subject to immediate suspension or termination based on any act or omission that Extension determines to be contrary to any portion of these standards or otherwise in conflict with the goals of OSUE.

OHIO STATE UNIVERSITY EXTENSION MASTER GARDENER VOLUNTEER TITLE USE AGREEMENT

The title **OHIO STATE UNIVERSITY EXTENSION MASTER GARDENER VOLUNTEER** is to be used only and exclusively in conjunction with activities associated with the Ohio State University Extension Master Gardener Volunteer Program.

- I will identify myself as a “Master Gardener Volunteer” only when engaged in unpaid public service in an Ohio State University Extension sponsored program.
- I will not appear as part of a commercial activity, have association with commercial products, or give implied Ohio State University or Ohio State University Extension endorsement of any product or place of business while serving as a Master Gardener Volunteer.
- In such service, I will use only labeled or Ohio State University and Ohio State University Extension approved recommendations.

I have read, understand, and agree to be bound by the Standards of Behavior and the Master Gardener Volunteer Title Use Agreement outlined above.

- I agree to give the Ohio State University Extension the specified number of hours of volunteer service in approved programs as specified by my county MGVP program.
- I understand and agree that any act or omission on my part that contradicts any portion of these standards is grounds for immediate suspension and/or termination of my volunteer status with the Ohio State University Extension program.

Keep this copy as a record for your files; the signature version of this form is on file in the Extension office.



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- Accept the responsibility to represent their individual county Master Gardener Volunteer Program and The Ohio State University.
- Conduct themselves in a courteous and respectful manner, with fairness, honesty, dignity and integrity, and provide positive role models for all with whom they work.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by their individual county Master Gardener Volunteer Program, the State Master Gardener Volunteer Program and OSUE.
- Not engage in abusive behaviors that physically or verbally threaten or harm any Extension program participant, including youth.
- Not engage in any act prohibited by law.
- Comply with all civil rights laws and policies, including but not limited to OSUE equal opportunity, anti-discrimination laws, and program participant policy.
- Perform duties in a responsible and timely manner as outlined in the position description.
- Immediately report any threats to the volunteer's emotional or physical well-being to the county Extension professional coordinating the Master Gardener Volunteer Program.
- Accept the responsibility to promote and support Master Gardener Volunteer activities in order to develop an effective county, state, and national program.
- Handle animals and operate machinery, vehicles, and other equipment in a responsible manner.



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- I will uphold and support the responsible and lawful use of social media. In so doing, I will not create or post social media content that is abusive, threatening, defamatory, obscene, harassing, or creates a hostile environment.
- I will report any child abuse, sexual abuse, or neglect in accordance with university policy.
- I will not intentionally or purposefully place myself in a position alone with a member of a vulnerable population in a one-on-one situation, including, but not limited to sleeping quarters with minors.
- I will not, under any circumstances, physically, verbally, or emotionally abuse or fail to provide the basic necessities of care, such as food or shelter to participants.
- I will endeavor to provide a safe and healthy program/camp experience for all participants.
- My volunteer status is subject to immediate suspension or termination based on any act or omission that Extension determines to be contrary to any portion of these standards or otherwise in conflict with the goals of OSUE.

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- In such service, I will use only labeled or Ohio State University and Ohio State University Extension approved recommendations.

I have read, understand, and agree to be bound by the Standards of Behavior and the Master Gardener Volunteer Title Use Agreement outlined above.

- I agree to give the Ohio State University Extension 50 hours of volunteer service in approved programs in exchange for 50 hours of horticultural training.
- I understand and agree that any act or omission on my part that contradicts any portion of these standards is grounds for immediate suspension and/or termination of my volunteer status with the Ohio State University Extension program.

Printed Name

Signature

Date



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MASTER GARDENER VOLUNTEER

PEST MANAGEMENT INFORMATION POLICY

(Volunteer Copy)

Protection of the environment and human health is a concern of everyone. In order to promote wise and effective pest management decisions, the Ohio State University Extension Master Gardener Volunteers are asked to subscribe to the following policies. This contract will serve as a formal basis for Master Gardener Volunteers when providing pest management information.

1. I understand that as a Master Gardener Volunteer the pest management information I provide must be limited to home, lawn, and garden problems; questions concerning commercial crop production, commercial pest control, and pesticide liability are to be referred to the appropriate Extension Professional.
2. I understand that as a Master Gardener Volunteer I will provide both nonchemical and chemical pest management information as approved by Ohio State University Extension and allow the client his or her choice of strategies.
3. I understand that pesticides must be applied with care and only to plants, animals or sites listed on the pesticide label. When mixing and applying pesticides, all label precautions must be followed to protect the applicator, other persons, and the environment. It is a **violation of law** to disregard label directions. I will attempt to communicate this information to the client along with the pest management options.
4. I understand that as a Master Gardener Volunteer I am considered a volunteer representative of Ohio State University Extension. Therefore, OSU Extension will assume liability for the pest management information I provide, **only if the information is limited to accurate, documented control options approved by Ohio State University Extension for home and garden use.**

I understand that if either I or the client is not clear on information, we will request clarification from the appropriate Extension Professional.

Keep this record for your files; the signature version of this form in on file in the Extension office.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
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MASTER GARDENER VOLUNTEER

PEST MANAGEMENT INFORMATION POLICY

Signature Copy

Protection of the environment and human health is a concern of everyone. In order to promote wise and effective pest management decisions, the Ohio State University Extension Master Gardener Volunteers are asked to subscribe to the following policies. This contract will serve as a formal basis for Master Gardener Volunteers when providing pest management information.

1. I understand that as a Master Gardener Volunteer the pest management information I provide must be limited to home, lawn, and garden problems; questions concerning commercial crop production, commercial pest control, and pesticide liability are to be referred to the appropriate Extension Professional.
2. I understand that as a Master Gardener Volunteer I will provide both nonchemical and chemical pest management information as approved by Ohio State University Extension and allow the client his or her choice of strategies.
3. I understand that pesticides must be applied with care and only to plants, animals or sites listed on the pesticide label. When mixing and applying pesticides, all label precautions must be followed to protect the applicator, other persons, and the environment. It is a **violation of law** to disregard label directions. I will attempt to communicate this information to the client along with the pest management options.
4. I understand that as a Master Gardener Volunteer I am considered a volunteer representative of Ohio State University Extension. Therefore, OSU Extension will assume liability for the pest management information I provide, **only if the information is limited to accurate, documented control options approved by Ohio State University Extension for home and garden use.**

I understand that if either I or the client is not clear on information, we will request clarification from the appropriate Extension Professional.

Volunteer Signature

Date

Extension Professional Signature

Date



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Please complete, sign and return with your application.

Photo Release

Date: _____

I hereby grant to The Ohio State University permission to interview me and/or use my likeness in photograph(s)/video in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by The Ohio State University, in perpetuity, and for other use by The Ohio State University. I will make no monetary or other claim against The Ohio State University for the use of the interview and/or the photograph(s)/video.

Name (print full name): _____

Signature: _____

Relation to subject (if subject is a minor): _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

Requested by: OSU Extension Stark County Master Gardener Volunteer Program



What is this policy?

Whether you are a faculty member, staff member, student, or volunteer working with minors entrusted to the university's care, each of us have an important role. Together, we share the responsibility of providing enriching experiences for the nearly half a million minors who participate in more than 600 programs sponsored by the university each year.

The purpose of this policy is to promote the safety and welfare of minors who participate in these activities and programs. To support the protection of minors, this policy outlines what is required of personnel and volunteers who work in activities and programs with minors and informs individuals of their reporting obligations in instances of known or suspected abuse or neglect of minors.

Policy Requirements:

- Activities and programs must be registered;
- Individuals working in these activities and programs must receive training, know reporting obligations, and sign standards of behavior, all of which are included here; and
- Those with care, custody, or control of minors must successfully complete a background check.

The policy includes an important focus on reporting obligations in instances of known or suspected abuse or neglect of minors.

Ask your supervisor if you have questions regarding your responsibilities within the policy or view it at <http://hr.osu.edu/policy/policy150.pdf>.

What is child abuse?

When a child has suffered or faces a substantial threat of suffering any physical or mental wound, injury, disability or condition that reasonably indicates abuse or neglect.

What are some signs of child abuse?

You might notice some of these common signs of abuse when working with minors. It is important to remember, however, that not all children will exhibit all of these symptoms. They may exhibit alternative symptoms.

Physical Abuse: any physical injury inflicted other than by accidental means.	Emotional Abuse: a pattern of harmful interactions between an adult and child such as criticizing, belittling, and rejecting.
<ul style="list-style-type: none"> - Unexplained bruises or burns - Fear of going home - Fear of going with a particular staff member or person - Physical force used to correct behavior 	<ul style="list-style-type: none"> - Not eating or overeating at meals - Extreme nervous habit behaviors - Parent/child interactions using inappropriate language or name calling
Sexual Abuse: when a person uses power and directly involves the child in any sexual act, involves the child in pornography, or forces the child to witness sexual acts.	Neglect: the failure of an adult to provide for a child's basic, educational, or medical needs (i.e., food, shelter, supervision, and clothing)
<ul style="list-style-type: none"> - Unusual sexual knowledge or behavior - Child-to-Child sexual contact - Bruises on inner thighs or other "no touch" areas - Fear of being alone with a particular person 	<ul style="list-style-type: none"> - Stealing food - Poor shower habits/poor hygiene - Dirty clothes or clothes with numerous stains and/or tears - Low body weight

How can I help prevent child abuse?

- Recognize and understand signs of child abuse. Be alert and act on your suspicions.
- Know the procedure for reporting child abuse.
- Always use proper touches when working with children. Some examples include: hand to shoulder contact, side by side hugs, pats on the

head, high fives, handshakes, eye contact, and smiles.

- Only use physical restraint in situations when a child puts herself/himself or others in danger.
- Minimize high-risk opportunities for child abuse.
- Avoid one adult/one child interactions. Unless pre-approved, don't be alone in private spaces with a child.
- These tips not only help to protect children, but also yourself from potential false allegations.

REPORTING

YOU MUST ACT IMMEDIATELY

If you witness or believe that there is a substantial threat of child abuse

Under this policy, you are required to **immediately report** all incidents whether you observed them directly, someone reported them to you, or you believe that there is a substantial threat of child abuse.

You may also be a mandated reporter under Ohio law. A complete list of mandated reporters can be found at <http://codes.ohio.gov/orc/2151.421>.

2 CALLS: You must report in any of the above circumstances in the following order:

1. Imminent danger or life-threatening: 911 **or** Non-life threatening: Children Services Agency - 24 hour Child Abuse Hotline at 855-OH-CHILD

2. University Police at 614-292-2121

1 REPORT: Complete the **Child Abuse, Sexual Abuse, or Neglect Incident Report** form which can be found online at hr.osu.edu/policy/resources/150abuse.pdf.

OSU policy and state statutes may provide protection for those making reports in good faith.



Standards of Behavior for Employees and Volunteers Working in Activities and Programs with Minor Participants

This Standards of Behavior is an agreement accepted by employees/volunteers who work in an activity or program with minor participants. The primary purpose of these standards is to promote the safety and wellbeing of all activity/program participants. Employees/volunteers are expected to function within these standards.

I will:

- Accept supervision and support from professional staff while involved in the activity/program.
- Accept the responsibility to professionally represent the activity/program and The Ohio State University.
- Conduct myself in a courteous and respectful manner, exhibit good sportsmanship and be a positive role model for minors.
- Respect, adhere to and enforce the rules, policies and guidelines established by the activity or program and the university.
- Refrain from engaging in any criminal conduct.
- Comply with all applicable civil rights laws and policies, including and not limited to Ohio State equal opportunity and nondiscrimination policies.

**Activities and Programs with Minor Participants
Office of Human Resources – Policy 1.50**

- Perform duties in a responsible and timely manner as outlined in the position description.
- Report any child abuse or neglect in accordance with university policy.
- Self-disclose felony or misdemeanor convictions that occur within three days of pleading guilty or being convicted.

- If I have been background checked and have had a break of service for less than 12 months, I will disclose any convictions that occurred during the break within three business days of commencement of participation in activities and programs with minors. If the break in service is longer than 12 months, I must be background checked again.

- Not intentionally or purposefully place myself in a situation where I am alone with a minor unless authorized by the dean/vice president (or designee). Approved one-on-one interactions may only take place in open, well-illuminated spaces or rooms observable by other adults from the activity or program. If the dean/vice president (or designee) determines that meeting in this manner is not practicable and approves other arrangements, an exemption request form must be submitted following the exemption process outlined in the policy.

- Not, under any circumstances, physically, sexually, verbally, or emotionally abuse or fail to provide the basic necessities of care applicable to the activity/program, such as food or shelter, to participants.
- Endeavor to provide a safe and healthy experience for all participants.

I have read and understand the standards of behavior outlined above. I understand and agree that any act or omission on my part that contradicts any portion of these standards may be grounds for immediate suspension and/or termination of my employee/volunteer status with The Ohio State University.

Employee/volunteer printed name

Date

Employee/volunteer signature

Date

Activity or program director signature

Date

Please submit this form to activity or program director to retain for their records.