

INTRODUCTION AND POLICIES

**University of Idaho
Extension's Idaho Master
Gardener Program**

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Contents

INTRODUCTION.....	1
PURPOSE.....	2
PROGRAM ADMINISTRATION	2
University of Idaho Extension	
Funding	
Personnel	
TRAINING AND CERTIFICATION POLICIES	2
Initial Training and Certification	
Continuing Certification	
Time Away From Recertification	
Transferring Master Gardener Status	
Idaho Master Gardener Emeritus	
Training of Trade-Related Professionals	
APPLICATION AND TRAINING PROCEDURES.....	5
Application and Volunteer Position Description	
Fees	
Training Dates and Locations	
Master Gardener Training Outside the County of Residence	
College Credit	
ADDITIONAL PROGRAM POLICIES	5
Volunteer Activity Record	
Impact and Accountability	
Reimbursement for Expenses	
Liability Coverage	
Workers' Compensation Coverage	
Vehicle Coverage	
Working with Youth	
Civil Rights and Diversity	
Making Recommendations – Providing Accurate Information	
Making Pest Management Recommendations	
Making Fertilizer Recommendations	
Use of Title and Logo	
Idaho Master Gardener Associations	
BEING AN IDAHO MASTER GARDENER VOLUNTEER.....	11
Volunteer Service Opportunities	
Volunteer Service Guidelines	
Termination of Volunteer Services	
Volunteer Benefits	
Importance of Volunteers	

1

INTRODUCTION AND **POLICIES**

Learning Objectives

- State the motto of University of Idaho Extension's Idaho Master Gardener Program
- Discuss the purpose of the Idaho Master Gardener Program
- Learn about the personnel and funding that support administration of the Idaho Master Gardener Program
- Review the minimum state-level Idaho Master Gardener training and certification policies
- Review county-level Idaho Master Gardener training and certification policies
- Follow relevant Idaho Master Gardener application and training procedures
- Describe the scope of responsibilities assigned to an Idaho Master Gardener
- Demonstrate an understanding of the guidelines for working with youth
- Demonstrate an understanding of the guidelines for making recommendations to clientele

Introduction

University of Idaho (UI) Extension's Idaho Master Gardener Program provides gardeners with opportunities to improve their horticultural knowledge and skills as well as to serve their communities. "Helping people grow" is the motto of the program. The program is conducted through participating UI Extension county offices under the direction of UI Extension educators.

Hundreds of Idaho Master Gardener volunteers give their time each year. Due to rapid urbanization in Idaho, training Master Gardeners is a critical element of Extension education in Idaho. Master Gardener volunteers give time and effort to provide quality learning experiences, thereby improving the quality of life for Idaho's citizens. Volunteers also provide the important service of problem-solving for issues related to

gardening and landscaping. Idaho Master Gardeners are the second-largest volunteer group with which UI Extension works in Idaho (4-H is the largest).

To help Idaho Master Gardeners prepare for these roles, the UI's College of Agricultural and Life Sciences provides credit and certificate courses to prospective and active Idaho Master Gardeners across the state.

Purpose

The Idaho Master Gardener Program serves as an educational and volunteer organization. The program's purpose is to provide technical assistance and information in the area of home horticulture to people in all Idaho communities through qualified volunteers. UI Extension educators and specialists, staff, and volunteers share vision, ideas, and responsibilities for the program. However, ultimate responsibility for the Idaho Master Gardener Program is with Extension educators, who are accountable for operation of the program.

Program Administration

UNIVERSITY OF IDAHO EXTENSION

The Idaho Master Gardener Program is part of UI Extension, an educational resource partnership that extends research and technology to the people of Idaho as part of the university's land-grant mission. UI Extension, in turn, is administered within the UI College of Agricultural and Life Sciences, which is funded in part by the Agricultural Research and Extension Service appropriation from the Idaho legislature.

UI Extension helps people help themselves by bridging gaps between research and everyday problems. Areas of expertise are agriculture, community development, family and consumer sciences, natural resources, and youth development.

All UI Extension programs, including the Idaho Master Gardener Program, are administered through three Extension districts in Idaho: northern, southern, and eastern. Many training events and volunteer opportunities are planned at the district level in collaboration with volunteers.

FUNDING

UI Extension is funded through a three-way partnership among local, state, and federal

governments. In addition, volunteers, businesses, and private organizations contribute time, talent, and supplies.

PERSONNEL

Idaho Master Gardener educational programs are conducted at the county level by UI Extension educators. These educators are members of the UI faculty. Educational materials and events are developed in cooperation with the Department of Plant, Soil and Entomological Sciences and other departments within the UI College of Agricultural and Life Sciences.

Extension educators are based in UI Extension offices in nearly every Idaho county and at the Fort Hall, Nez Perce, and Coeur d'Alene Indian reservations. The educators are supported by subject-matter specialists and researchers, also university faculty members, located at UI research and Extension centers around the state and on the UI campus in Moscow.

Extension faculty and their support staff work with the people of Idaho to address agricultural, natural resource, youth, family, community, and environmental issues. Collaborative relationships with countless agencies, groups, and individuals make possible a vast array of innovative educational programs.

Training and Certification Policies

Requirements for becoming a certified Idaho Master Gardener and for maintaining certification are detailed below. The listed requirements are minimum statewide standards and it should be understood that Extension educators in some counties may have more stringent requirements for participation. This is a prerogative of the Extension educator.

INITIAL TRAINING AND CERTIFICATION *Idaho Master Gardeners*

Becoming an Idaho Master Gardener involves a significant commitment of time and effort. Initially, applicants must receive at least 30 hours of basic education on a variety of topics related to plant science, landscaping, and urban horticulture.

Individuals must receive a satisfactory grade on exams or demonstrate competency in the course content to the satisfaction of the program coordinator.

Following the basic training course, and within a 6-month to 1-year period (timing may vary by county, course schedule, and Extension educator preference), an additional minimum of 30 hours of practicum/hands-on training and directed volunteer service must be completed. The type of hands-on training is based on a mutual decision between the supervising UI Extension educator and the Idaho Master Gardener trainee. At least part of the service hours must be spent in or arranged through the county Extension office.

The applicant will receive certification as an Idaho Master Gardener upon successful completion of the Idaho Master Gardener Program classroom instruction, examinations, and hands-on training, including completion of volunteer hours.

Certificates and identification badges that verify program status and satisfactory program completion are provided at the discretion of each responsible county Extension educator.

Certification as an Idaho Master Gardener is valid for 1 year only.

Advanced Idaho Master Gardeners

Many Idaho counties offer the opportunity to become an Advanced Idaho Master Gardener by participating in specific, advanced-level training. The process of qualifying as an Advanced Idaho Master Gardener can vary widely by county; volunteers should seek advice from the local coordinator to determine requirements. Certification as an Advanced Idaho Master Gardener is valid for 1 year and continuous recertification is required to maintain status.

CONTINUING CERTIFICATION

Idaho Master Gardeners

To maintain Idaho Master Gardener certification in years subsequent to initial training, a volunteer must complete a minimum 3 hours of education/training and 7 hours of service every 12 months. If these requirements for training and service are not met, recertification will not be issued. See “Time away from recertification” for policies on becoming recertified.

Advanced Idaho Master Gardeners

Individuals may retain Advanced Idaho Master Gardener status by completing a minimum of 10 hours training plus 10 hours volunteer

service every 12 months. Extension educators at some locations may require more hours or have additional requirements.

TIME AWAY FROM RECERTIFICATION

Any person missing recertification for 1 or 2 years may again become a certified Idaho Master Gardener or Advanced Idaho Master Gardener by completing the annual recertification requirements without additional training or testing. Any person who misses recertification for 3 consecutive years must take a closed-book recertification exam and obtain a minimum score of 70 percent. The person may take the exam only once. If the person fails to attain a score of at least 70 percent, he/she must retake the 30-hour basic training course and complete the 30 hours of hands-on training and directed volunteer service to be certified as an Idaho Master Gardener.

TRANSFERRING MASTER GARDENER STATUS

From Another State

Individuals previously trained as a Master Gardener in another state may seek to become Idaho Master Gardeners. They must first provide a letter of recommendation from their previous county or state Master Gardener program coordinator. In addition, they must schedule an entrance interview with the UI Extension educator or program coordinator responsible for the Idaho Master Gardener Program in their county. In the interview they will mutually agree to the necessary training to be certified in the Idaho Master Gardener Program.

From Another Idaho County

Idaho Master Gardeners who move to a new county within the state will retain their certification but may be required by the Extension educator in the new location to participate in additional training before serving a volunteer within that county.

Advanced Idaho Master Gardeners must meet the training requirements of the new county before being granted active status.

IDAHO MASTER GARDENER EMERITUS Purpose

The purpose of Idaho Master Gardener emeritus status is to recognize and keep exceptional volunteers involved in the program. Emeritus status

is intended to be awarded to an Idaho Master Gardener who has given exemplary service over the years, beyond the basic requirements to maintain certification, but is no longer able to meet all recertification requirements or participate fully in the program due to time constraints or health issues. Emeritus status may also be given posthumously to an exceptional Idaho Master Gardener Program volunteer.

Privileges

- Maintains Idaho Master Gardener certification by completing a minimum of 5 hours of hands-on service and/or education per year
- No longer is required to pay Idaho Master Gardener Program class fees but may attend any and all classes offered
- Has full use of resources in the UI Extension office
- Maintains membership in local Idaho Master Gardener associations with the payment of dues reduced or eliminated, at the discretion of the organization

Eligibility

- Has served for at least 10 years as an Idaho Master Gardener and volunteered for at least 500 hours
- Is an exemplary active participant in the local Idaho Master Gardener Program
- Has supervised a significant number of horticulture community projects or taught a significant number of horticulture classes to the general public and/or assisted in teaching Idaho Master Gardener Program classes
- Has been an active contributing Idaho Master Gardener in solving horticultural problems for the general public through Extension (for example, through a plant diagnostic clinic)

Nomination Process

- No more than two persons per year per county may receive emeritus status. Emeritus status does not have to be awarded every year, but only as needed.
- A letter of nomination is sent to the UI Emeritus Committee in the county by any active Idaho

Master Gardener, Extension educator, or program coordinator. An emeritus committee member may also nominate an Idaho Master Gardener for emeritus status. No emeritus committee member may be nominated for the award during his or her term on the committee.

- A report summarizing all past work and hours completed by the nominee must be turned in to, or completed by, the emeritus committee as part of the nomination process.
- The decision to award emeritus status is made by the emeritus committee in the county. The committee will consist of an Extension educator coordinating the Idaho Master Gardener Program in the county and two or three active Idaho Master Gardeners chosen by the Extension educator. Membership on the emeritus committee may last no more than 3 years.

TRAINING OF TRADE-RELATED PROFESSIONALS

Industry professionals are welcome to extend or supplement their knowledge and credentials through UI classes and certification programs, including the Idaho Master Gardener Program. However, professionals must recognize that the Master Gardener course is specifically designed to train active volunteers. If a trade professional knows up front that providing volunteer service is not feasible, reimbursement for training and materials or in-kind support of the program will need to be negotiated with an Extension educator.

Also, because this is a volunteer training program, the supervising Extension educator may rightfully accept only a limited number of trade applicants in any one training session.

Upon completion of the course, trade applicants should exercise proper business ethics by not utilizing their Idaho Master Gardener status to directly enhance their business opportunities.

Additionally, it is considered inappropriate to solicit for personal or business purposes at or during UI Extension volunteer meetings, training sessions, or other functions.

Application and Training Procedures

APPLICATION AND VOLUNTEER POSITION DESCRIPTION

Before beginning training, each applicant must complete and sign an Idaho Master Gardener Program application and an opportunity contract (included at the end of this chapter). Before taking part in any volunteer service, either as a trainee or as a certified Idaho Master Gardener, each individual must also read and sign an Idaho Master Gardener Program authorized volunteer position description (included at the end of this chapter). The position description outlines the requirements of the volunteer position and the methods of supervision. The position description is also required to activate UI liability insurance for the volunteer. Position descriptions will be kept on file in the county Extension office.

FEES

Fees vary from county to county based on the needs of the local program. Fees may be used to cover the cost of the Idaho Master Gardener Program Handbook, materials and resources for the classes, lab supplies, tours, and field trips.

TRAINING DATES AND LOCATIONS

Contact your local UI Extension office for specific times, dates, and locations for Idaho Master Gardener training. In most counties training begins in January and ends in April or May. However, some counties offer summer or fall courses.

MASTER GARDENER TRAINING OUTSIDE THE COUNTY OF RESIDENCE

In any given year, Master Gardener training is offered in approximately 20 of the 44 Idaho counties. Many Extension educators serve multiple counties, including those that do not maintain Master Gardener volunteer programs. In the case of multicounty programs, Idaho Master Gardeners may be required to perform at least part of their volunteer service in the county wherein they were initially trained. The volunteer may discuss arrangements, prior to submitting an application for training, to serve partly or wholly in the county where they reside. It is important to recognize that each county program is unique and has different resources available

to implement the Master Gardener program, and volunteer situations may not always be ideal.

COLLEGE CREDIT

Applicants accepted into the Idaho Master Gardener Program may, for an additional fee, obtain college credit from the UI College of Agricultural and Life Sciences. Up to three credits can be earned. Extra classwork and/or practicum work may be required for a satisfactory grade. Contact your local UI Extension office for more information about this opportunity.

Additional Program Policies

VOLUNTEER ACTIVITY RECORD

UI Extension requires an accounting of volunteer hours and tasks for all Idaho Master Gardeners and trainees. An activity log provides legal protection for the volunteer while in the course of service. It also allows the local coordinator to provide credit for volunteer service and measure the effectiveness of the program. Use the Volunteer Activity Record (available at the end of this chapter) to keep track of your volunteer hours, activities, and contacts. “Hours Earned” is the total number of hours a volunteer has spent on Idaho Master Gardener activities. “Contacts” refers to the number of people the volunteer assists.

IMPACT AND ACCOUNTABILITY

Master Gardeners plan and implement numerous countywide community projects. It is very important that they document the inputs, outputs, and outcomes of their projects, tasks, and assignments. Accountability should be one of the important factors in all phases of communication, planning, implementation, and evaluation of their projects.

REIMBURSEMENT FOR EXPENSES

Idaho Master Gardeners share their knowledge free of charge with individuals, groups, schools or in community service roles but may accept reimbursement for mileage and materials.

LIABILITY COVERAGE

For Trainees

Only authorized volunteers are entitled to the protection of the UI’s liability coverage program. As a rule, during the required 30 hours of coursework, a Master Gardener trainee is not an authorized volunteer and therefore not covered by the

university's liability insurance program. Prior to beginning coursework, applicants must read and sign an acknowledgment of risk and waiver of liability, which will be made available by their county Extension Master Gardener Coordinator. If a trainee desires to participate in authorized volunteer service before the completion of coursework, he or she must get the approval of the appropriate Extension educator and fill out an Idaho Master Gardener Program authorized volunteer position description.

For Authorized Volunteers

Prior to starting the 30 hours of hands-on training necessary for certification as an Idaho Master Gardener, each trainee's Master Gardener Coordinator must confirm that the trainee has been enrolled as an authorized volunteer. It should be recognized that becoming an authorized volunteer is not the same as becoming a certified Idaho Master Gardener. Authorized volunteers are persons who have been directed and given permission, in writing, to perform a specific function by a UI employee with the authority to recruit assistance. The volunteer is then protected while acting within the scope and course of this authorized volunteer service.

The liability coverage program will respond to a claim against a volunteer if the university is able to document that the person was an authorized volunteer acting within the scope and course of the requested service and during the time they were volunteering. Documentation for an authorized volunteer should include the following:

1. A completed authorized volunteer position description on file. The position description needs to specifically state the duties for which the volunteer is responsible. Each trainee's Master Gardener Coordinator must confirm that the trainee has been enrolled as an authorized volunteer.
2. A log of the volunteer's hours, based on the volunteer activity record that is maintained by a university employee at the local county office.

WORKERS' COMPENSATION COVERAGE

University of Idaho is self-insured for Worker's Compensation. Authorized volunteers, such as Idaho Master Gardeners, may be eligible for worker's compensation coverage, which is decided on a case-

by-case basis by claims adjusters. To present a claim, it is vital that the university have on file a completed authorized volunteer position description and an up-to-date volunteer activity record. The claim adjudicator will want to establish that the volunteer's duties were authorized, that he or she was working within the established course and scope of his or her duties, and that he or she was "on the job" at the time of the potential workers' compensation incident.

VEHICLE COVERAGE

When an authorized volunteer uses a privately owned vehicle for official university business, the privately owned vehicle's liability and physical damage insurance is primary and the UI's liability insurance is secondary, up to the limits of the Idaho Tort Claims Act. Individuals should check with their own insurance agent to determine coverage on their privately owned vehicle when used for business purposes.

To become a qualified driver of a university vehicle, Master Gardeners must follow the university procedures for Vehicle Use and Coverage, Administrative Procedures Manual 05.08. Requirements include but are not limited to: drivers record check showing satisfactory driving performance, signing the Vehicle Use Agreement, and taking the Defensive Driving Course.

WORKING WITH YOUTH

Idaho Master Gardener volunteers may have opportunities to work with youth in school programs or in 4-H or other youth organizations. In order to work with youth, all UI Extension volunteers, including Idaho Master Gardeners, must first comply with the UI standards for Protection of Minors, including, but not limited to, background checks, interviews, reference checks, training and signing the Protection of Minors Code of Conduct. Until a volunteer has successfully completed the screening process, he or she should do no volunteer activities that involve working with youth unless a person authorized to supervise youth is present. For example, a volunteer may teach youth in a public school if the teacher of the class is present. Even if a volunteer is authorized to work with youth, it is still advisable that a second adult be present.

CIVIL RIGHTS AND DIVERSITY

The UI has the following nondiscrimination policy:

“The University of Idaho has a policy of nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, disability or status as a Vietnam-era veteran. This policy applies to all programs, services, and facilities, and includes, but is not limited to, applications, admissions, access to programs and services, and employment.”

In addition, discrimination is prohibited across the nationwide Cooperative Extension System in programs and with respect to individuals, audiences, groups, and organizations.

Idaho Master Gardeners, as representatives of UI Extension, are bound by this same policy. Idaho Master Gardener volunteers must make every effort to avoid discrimination in the form of either commission (purposefully excluding groups or individuals) or omission (adopting practices that inadvertently give preference) within the scope of their volunteer service. As a routine practice, Idaho Master Gardener volunteers should find creative ways to include underserved audiences.

MAKING RECOMMENDATIONS — PROVIDING ACCURATE INFORMATION

Whether through phone calls, home visits, plant clinics, presentations, newsletters, e-mails, websites, or other efforts, the information provided by Idaho Master Gardener volunteers must be unbiased and research-based. It must be accurate, current, and, when possible, taken from UI publications and research. Our mandated focus and emphasis is to extend to the people of Idaho the information being developed at the UI or other land-grant universities.

Idaho Master Gardener volunteers should use tact when advising clients. Your responsibility as a representative of the UI is to be an objective source of information rather than a subjective proponent for a particular approach.

It often is necessary to locate and interpret printed and online references to answer a client's question. Look first to resources from UI Extension or from Extension services of universities in neighboring states as well as to authoritative reference texts or research papers written by university experts. These sources have passed through a rigorous review

process for technical accuracy so can be used with confidence.

UI publications can be obtained at the local UI Extension office; by writing to Extension Publishing, University of Idaho, 875 Perimeter Drive MS 2332, Moscow, ID 83844-2332; by calling (208) 885-7982; by faxing (208) 885-4648; or by e-mailing calspubs@uidaho.edu. Many publications are available to download from <http://www.uidaho.edu/extension/publications>.

As an Idaho Master Gardener, you may make recommendations about home horticulture, home vegetable and home fruit culture, ornamentals, turf, and tree and landscape care. Do not make recommendations in areas within which you lack knowledge or experience. Refer questions related to the commercial nursery industry or commercial farm crops to the UI Extension educator in your county or to the appropriate UI Extension specialist.

MAKING PEST MANAGEMENT RECOMMENDATIONS

When appropriate, provide clients with recommendations about pesticides and alternatives to pesticides so they can choose the best option for themselves. Often there is more than one solution to a pest problem; sometimes there is no simple solution. Pest problems not specifically covered by UI recommendations and that do not involve pesticide applications may be handled by suggesting treatments that an experienced Idaho Master Gardener considers appropriate.

Scope of Responsibilities

Idaho Master Gardeners are authorized to make pesticide recommendations only for yard and garden pests, including pests of indoor houseplants.

- Do not advise homeowners with questions about other household pest control, such as pantry insects, structural pests, or crawling invading insects.
- Never advise anyone about pesticides for any commercial agricultural, horticultural, or landscape planting; this restriction includes, but is not limited to, commercial field and row crops, landscape nurseries, forest lands, and public recreation sites. State law requires that people making pesticide recommendations for commercial operations be certified and licensed as a pesticide applicator by the State of Idaho.

- Do not answer questions about pesticide liability issues. Direct all such questions to the UI Extension educator for further referral and action.
- Do not make pesticide recommendations to clients on behalf of the UI until you have satisfied each of the following three steps:
 1. Successfully completed Idaho Master Gardener Program training.
 2. Successfully completed an additional training module specific to pesticides.
 3. Signed and filed the Pest Management Agreement form (located at the end of this chapter).

Master Gardener coordinators will ensure that all Idaho Master Gardeners working under their supervision complete steps 1 through 3 above, keeping the signed Pest Management Agreement form on file as a permanent record.

Recommending Registered Pesticides

When making pesticide recommendations as an Idaho Master Gardener, both you personally and the UI will be protected from potential liability issues if you satisfy these two conditions:

1. You recommend a pesticide legally registered and labeled for use in the yard or garden (or for indoor houseplants). The specific plant or site for application must be listed on the label. It violates federal and state law to apply a pesticide to a plant or site not listed on the label.¹
2. The advice you give about how to use the pesticide is exactly as the pesticide label requires.

Be careful to note the directions for use, including application rates, timing, and frequency; preharvest and reentry waiting periods; personal protective equipment; and product and container disposal. As a general practice, the specific target pest also should be listed on the label, but this is not required by state and federal law.

Federal pesticide law² allows these three exceptions about using pesticides in ways not stated on the label:

1. It is legal to apply less than the rate stated on the label (for example, the label advises 1 lb, so it is legal to apply less than 1 lb).
2. It is legal to apply less frequently than stated on label (for example, the label says apply every 7 days, so it is legal to apply every 8th or 9th day or longer period, as long as the preharvest interval is followed).
3. It is legal to apply a pesticide for a pest not listed on the label as long as the plant or application site is listed on the label (for example, the label says the product can be used for beetles on cabbage, so it is legal to apply for caterpillars on cabbage even though the label does not mention caterpillars).

Idaho Master Gardeners may recommend any of these three exceptions but first must confer with the UI Extension educator or a UI Extension specialist to ensure the advice is technically sound. This requirement to confer with a UI expert is especially true when recommending pesticides for pests not cited on the label; your specific pest deliberately may have been excluded from the label because the product does not work against that species. So while these three exceptions are permitted, in general the best practice is to not deviate in any way from label directions. You never will make a mistake if your recommendation exactly agrees with the label.

As an Idaho Master Gardener volunteer, you should make good-faith pesticide recommendations that are based on information directly from the pesticide label or already recommended by UI research and Extension faculty or their peers at other regional universities, especially those in the Pacific Northwest and Intermountain West. Faculty expert recommendations appear in the annually updated, three-volume Pacific Northwest pest management handbooks as well as in Current Information Series publications and bulletins published by UI Extension.

¹ Idaho State law, Title 22, Chapter 34 (pesticide law) specifically states:

No person shall:

- (1) Use a pesticide in a manner inconsistent with its labeling except as provided for by rule.
- (2) Make pesticide recommendations in a manner inconsistent with its labeling except as provided for by rule.
- (3) Make false or misleading claims through any media relating to the effect of pesticides or application methods to be utilized.

² Federal Insecticide Fungicide Rodenticide Act section 2ee (FIFRA 2ee).

It is always a good practice to inform every client that the actual pesticide label always takes precedence over any oral or written recommendation.

Do not endorse any particular pesticide brand name, business, or service. Your mission as a representative of UI Extension is to be an objective source of information and knowledge that is not biased in any way. For example, rather than recommend a homeowner use Roundup weed killer, you instead would advise use of products containing the active ingredient glyphosate and then give commercial trade names (like Roundup, KleenUp, Eliminator Weed and Grass Killer) of locally available products. This approach does not imply endorsement.

Recommending Household Chemicals, Homemade Pesticides, and Related Tactics

Home chemicals. Never recommend any household cleaning product or other home chemical for pest control unless the product label specifically states it can be used to control or repel pests on your exact application site against your particular target pest. Only recommend pesticides specifically tested and approved by the Idaho State Department of Agriculture and/or the US Environmental Protection Agency for your particular pest situation.

Homemade pesticides. Never recommend any recipe for homemade pesticides, regardless of how low risk it might seem or the presumed authoritative knowledge of the reference. You might unwittingly recommend a compound that physiologically damages the plant rather than protect it from pests, or, even worse, the homemade mixture might pose a real health risk to the homeowner, pets, or wildlife.

Homemade devices. You may recommend use of homemade physical and mechanical devices such as sticky boards that trap aphids or slug traps baited with beer. Devices and related physical control actions, such as using a garden hose to forcefully spray off aphids from sturdy landscape plants or killing weeds with steaming-hot water, are not considered pesticides by state and federal law and so are not subject to the Idaho Master Gardener Program pesticide policy. But, as always, base your advice on trusted, research-documented reference materials as supplemented by the knowledge and observations of an experienced Idaho Master Gardener.

MAKING FERTILIZER RECOMMENDATIONS

Fertilizer recommendations do not require state certification or licensing. When making fertilizer recommendations, use UI recommendations or those on the label of the product being used. Cultural problems not specifically covered by UI recommendations and that do not involve pesticide applications may be handled by suggesting treatments that an experienced Idaho Master Gardener considers appropriate.

USE OF TITLE AND LOGO

The title Idaho Master Gardener™ and derivatives thereof are trademarked to the UI and are to be used only and exclusively in association with UI Extension's Idaho Master Gardener Program and not for commercial purposes. Idaho Master Gardeners should not display credentials or use their title to advance their business interests or a personal agenda. Persons are expected to identify themselves as participants in the Idaho Master Gardener Program only when performing volunteer work affiliated with the program. The training, experience, and certification gained in the Idaho Master Gardener Program may be used and listed as qualifications when seeking employment.

Additionally, the Idaho Master Gardener Program logo, letterhead, and other brand elements must not be used for advertising or any other purpose outside the activities of the program. All volunteers are expected to help maintain the integrity of the Idaho Master Gardener Program.

IDAHO MASTER GARDENER ASSOCIATIONS

Membership and Supervision

Idaho Master Gardener associations are county-based associations formed at the discretion of the UI Extension educator. People who are certified Idaho Master Gardeners may belong to a county-based Idaho Master Gardener association. Operation of the association is under the direct supervision of a UI Extension educator or Idaho Master Gardener Program coordinator.

Purpose

Following are the purposes of a county Idaho Master Gardener association:

- Enhance the overall benefits of the Idaho Master Gardener Program in local communities

- Provide ongoing education to help people maintain their Idaho Master Gardener certification
- Develop educational programs to be delivered to citizens in the county to supplement the UI home horticulture program
- Provide camaraderie for individuals with similar interests and purposes

Association Income, Bank Accounts

There may be a need to have a source of income to enhance the educational efforts of the Idaho Master Gardener association. The association may charge dues if so desired and/or raise money by other means such as plant sales. Money may be held in a local county UI Extension office account if allowed by the county or be deposited in a separate bank account with a unique taxpayer identification number. No money shall be held in the name of an individual (see *County Operations Handbook*, section B-3, for complete information on proper money-handling procedures). Idaho Master Gardener associations with 501(c)(3) status are still accountable to the UI, as the association funds are generated while individuals are volunteering under the supervision of the university.

Unaffiliated Associations

People who are currently certified as Idaho Master Gardeners or who have been certified are not prohibited from forming associations that are separate from the UI, but these associations will not be recognized by the UI and their members are prohibited from conducting educational programs under the auspices of the Idaho Master Gardener Program or the UI and must not refer to the independent association as an Idaho Master Gardener association. Furthermore, if such an association is formed, members must not use the title Idaho Master Gardener or derivatives thereof. If an association organized under the guidance of the university later separates from it, all funds in an account at the time of separation belong to the U of I.

Role of UI Extension Educator in Idaho Master Gardener Associations

A UI Extension educator is responsible for the Idaho Master Gardener Program within an assigned county or area and for the operation and function of its Idaho Master Gardener association. Duties of a UI Extension educator working with its county

association include the following:

- Coordinate an Idaho Master Gardener volunteer training program to certify volunteers
- Preapprove all volunteer projects for noncertified volunteers who have completed the coursework and are seeking Idaho Master Gardener certification. A UI Extension educator will approve only those volunteer projects that contain an element of education for the recipients; the information presented must be from the UI, another university, or some other reliable research-based source.
- Assist certified Idaho Master Gardeners to develop projects, if needed
- Projects such as workshops, short courses, community gardens, etc., developed by certified Idaho Master Gardeners need to be preapproved by the Extension educator; however, a simple request for an educational presentation by a group does not need preapproval (for example, a request by a local garden club for a presentation on pruning roses). Projects must contain an element of education for the recipients, and the information presented must be from the UI, another university, or some other reliable research-based source.
- Approve or provide additional training needed by volunteers to maintain their Idaho Master Gardener certification
- Meet with association members on a regular basis
- Assist Idaho Master Gardener volunteers to develop educational projects that are beneficial to the citizens of their county

Responsibilities of Idaho Master Gardener Association Members

An Idaho Master Gardener association will be more successful if all members take an active role.

Just as a UI Extension educator has a responsibility to the association, its members should assume the following responsibilities:

- Help develop and deliver educational programs for citizens in the county to supplement the Idaho Master Gardener and home horticulture programs
- Assist in developing and delivering educational programs for members of the association

- Work to enhance the overall benefits of the Idaho Master Gardener Program to all citizens in the county
- Mentor individuals seeking to become Idaho Master Gardeners
- Work cooperatively with the UI Extension educator or program coordinator
- Be certain that all volunteer projects counting toward Idaho Master Gardener recertification contain an element of education for the recipients and that the information presented is from the UI, another university, or some other reliable research-based source
- Follow U of I nondiscrimination policies

Being an Idaho Master Gardener Volunteer

VOLUNTEER SERVICE OPPORTUNITIES

Idaho Master Gardeners assist in many areas of the community through demonstration gardens, horticulture classes, information booths, and UI Extension offices. Below is a list of some service opportunities in which Idaho Master Gardeners may be involved.

- Presenting educational programs/demonstrations on gardening to adults
- Helping at gardening education events: workshops, clinics, trade shows
- Presenting gardening classes to school youth
- Working at 4-H plant science events or training sessions
- Staffing information booths at fairs, field days, and horticultural education events
- Helping teach Idaho Master Gardener classes
- Reading gardening articles and summarizing them for Idaho Master Gardeners and Extension educators
- Writing newsletters and information sheets on gardening
- Maintaining a website for the county's Idaho Master Gardener Program
- Organizing Idaho Master Gardener plant clinics
- Making garden or landscape site visits

- Organizing community service projects related to gardening, including landscape design and maintenance
- Organizing an Idaho Master Gardener mentoring program for the county
- Answering garden calls at home or at the county's UI Extension office

VOLUNTEER SERVICE GUIDELINES

Idaho Master Gardeners represent the U of I. Accurate and quality work is expected.

These guidelines are basic for any professional, whether volunteer or paid:

- Be punctual, trustworthy, and reliable. Follow through with your commitments and responsibilities. Call if you will be delayed or cannot be there.
- Maintain a friendly, warm, courteous attitude toward the public.
- Communicate effectively with clients, staff, fellow volunteers, and UI faculty members. Be a capable and positive team member.
- Freely cooperate with the volunteers of other UI Extension volunteer programs. We are all on the same team.
- Learn as much as possible about your volunteer assignment and take the time to ask appropriate questions before beginning a task.
- Accuracy is important and greatly appreciated.
- Dress appropriately for the volunteer activity in which you are involved, paying particular attention to safety.
- Make childcare arrangements for the time you have committed to work as a volunteer. In some cases, it is not appropriate for safety or security reasons to bring children to certain events or activities.
- Follow UI Extension affirmative action policies, which forbid discrimination against anyone because of their race, color, gender, national origin, religion, age, sexual orientation, or disability.
- Enjoy your volunteer time. Volunteering is rewarding and satisfying.

TERMINATION OF VOLUNTEER SERVICES

As an Idaho Master Gardener volunteer, you are a representative of UI Extension and as such have agreed to abide by its policies and expectations. If your behavior is not acceptable or not in the best interests of UI Extension, the volunteer program, or our clientele, you may be reprimanded or asked to leave the program.

The following behaviors observed at or on the premises of any program or function, or while you are acting as a UI Extension volunteer, will not be tolerated:

- Criminal acts
- Profanity
- Illegal or inappropriate use of mind-altering substances (alcohol or drugs)
- Harassment
- Discrimination
- Abuse of any kind toward a fellow human

The above actions may constitute cause for disciplinary action or immediate dismissal.

VOLUNTEER BENEFITS

As an Idaho Master Gardener volunteer, you have many benefits. One major benefit is becoming part of a national volunteer network. You are part of the UI Extension network and have access to all of the information resources of that system. As a volunteer you will have the satisfaction of being a valuable resource to others.

Networking is another benefit that includes your fellow Idaho Master Gardeners and the faculty and staff of research facilities belonging to the UI. Tours of plant science facilities on campus and at any of the research and Extension centers can be arranged. This networking benefit also extends to other volunteers such as 4-H leaders or food-safety advisors. Another benefit is reduced prices or free admittance to seminars, classes, and workshops that need volunteer help.

Idaho Master Gardener volunteers benefit by increasing their leadership, organizational, decision-making, and problem-solving skills. As a testimony to the positive benefits of Master Gardener service,

experienced volunteers report that they have made lasting friendships, increased their public relations skills, become more effective at work or home, and been well prepared for new employment or other volunteer opportunities.

UI Extension educators and staff benefit from association with Idaho Master Gardener volunteers by acquiring fresh, new ideas, acquiring an increased understanding of their community and clientele, and gaining the ability to reach a vastly increased audience. Given limited UI Extension resources and the increasingly urban population of the state, this last benefit is very important.

Every two years there is an international Master Gardener conference. You are eligible to join the national and international Master Gardener organizations as a certified Idaho Master Gardener. In most even years a western regional Master Gardener conference is held, which is a source of great ideas to bring back to your communities. A regional Idaho Master Gardener conference is held each year in one of the three regions of the state (northern, southern, and eastern). Take advantage of these opportunities and ask at your UI Extension office for conference information.

Last but not least, there are certain tax benefits to volunteers who itemize state and federal income tax returns. Since these may change annually, you will need to update which kinds of expenses are deductible and which are not. Consult your tax accountant for allowable deductions.

IMPORTANCE OF VOLUNTEERS

Each volunteer is vital to the success of our program, no matter what kind of volunteer work they do. There is no such thing as a small or unimportant job. Each individual brings skills that are unique and special, that really add to the educational effort. Each Idaho Master Gardener is a valuable part of our team.

Each year counties try to recognize the special things volunteers have done or accomplished in service to their communities. By itself, the Idaho Master Gardener name badge is recognition of your educational accomplishment. Wear it with pride.

You are important to us!

IDAHO MASTER GARDENER PROGRAM

AUTHORIZED VOLUNTEER POSITION DESCRIPTION

PURPOSE OF THE IDAHO MASTER GARDENER PROGRAM

To extend horticultural education through trained and certified volunteers.

BRIEF DESCRIPTION OF MASTER GARDENER VOLUNTEER RESPONSIBILITIES

Volunteers are to provide education and assistance to Idaho residents in topic areas related to home horticulture. Activities may include, but are not limited to, answering questions in person and over the telephone about vegetable gardening, fruit trees, ornamentals, lawns, insects, and other related topics; assisting with public horticulture projects; assisting in the preparation of home horticulture classes; and organizing special seminars and conferences for homeowners and other Master Gardeners.

REQUIREMENTS FOR VOLUNTEER SERVICE

- Have an interest and/or knowledge or skills in basic gardening, ornamental horticulture, or general plant-related topics.
- Be able to communicate effectively with the public.
- Have completed or be enrolled in beginning Master Gardener classroom training (a minimum of 30 hours).
- Read and agree to the terms of the Idaho Master Gardener Program authorized volunteer position description and complete and sign the opportunity contract.
- Have completed or be enrolled in additional hands-on practicum training and volunteer service (a minimum of 30 hours) during the initial training to become a certified Idaho Master Gardener under the direction of a UI Extension educator.
- Be responsible to the Extension educator in charge of the Idaho Master Gardener Program. All outside projects must be preapproved, except that a simple request for delivery of an educational presentation by an Idaho Master Gardener to a group does not need preapproval. Outside projects must contain an element of education and follow all University of Idaho guidelines using information from the University of Idaho, another university, or some other reliable research-based source.
- Adhere to University of Idaho horticulture recommendations and cooperate with the county Extension staff.
- Be in the process to complete, or have completed, all statewide and local requirements for certification as an Idaho Master Gardener.
- Follow University of Idaho nondiscrimination policies.
- If required to operate a University of Idaho vehicle as part of volunteer duties, be trained as a qualified driver.

SUPERVISION OF VOLUNTEERS

- The University of Idaho Extension educator in charge of the Master Gardener program provides supervision and educational support to the volunteer Master Gardener.
- The Extension educator will assign, review, and assess hands-on practicum work for the Master Gardener trainee.
- The Extension educator will review and assess volunteer projects for certified Idaho Master Gardener and Advanced Idaho Master Gardener volunteers.
- The Extension educator will provide in-service training and furnish space and other needed support materials when the Master Gardener volunteer works in the Extension office.

Signed: Idaho Master Gardener Volunteer

Date

Signed: Idaho Master Gardener Supervisor

Date

UNIVERSITY OF IDAHO EXTENSION

IDAHO MASTER GARDENER PROGRAM

APPLICATION

I would like to be considered for University of Idaho Extension's Idaho Master Gardener Program. I understand that, if accepted, I am required to complete a minimum of 60 hours of training (30 hours of basic education and 30 hours of hands-on training and directed volunteer service). The hands-on training must be completed within 6 months to 1 year of completing the classroom portion of the course (dependent on local county policy), unless prior arrangements are made with the UI Extension educator in charge.

All applicants should consider the expectations of Idaho Master Gardener service. Following certification, all Idaho Master Gardeners are committed to provide volunteer service for as long as they remain certified. Participants who are unable to participate in volunteer service after becoming certified should not sign up for the Idaho Master Gardener Program.

Name (please print)

Address

Zip Code

Phone (day)

Phone (evening)

Signature

Date

How did you learn about the Idaho Master Gardener Program?

How many years of gardening experience do you have? Where have you gardened before moving here?

Have you ever been in a Master Gardener program in Idaho or another state? If yes, indicate where and year(s).

No Yes Where: _____ Years: _____

Please list all horticultural education you have received (school, topics, and dates, if possible).

Please list your areas of specialization or interest (vegetables, roses, greenhouse, herbs, etc.)

Are you affiliated with any gardening clubs or horticulture-related groups? If so, please list.

Why do you wish to be an Idaho Master Gardener?

IDAHO MASTER GARDENER PROGRAM

APPLICATION — PAGE 2

What do you expect from this class?

How might you use your volunteer time to help others in the community?

How would you rate your “people skills” (ability to work with others)?

- Excellent Good Fair

How would you rate your gardening skills?

- Expert Intermediate Beginner

Are you knowledgeable in growing any of the following? Please check all that apply.

- House plants Herbs Turf
 Vegetables Annual flowers Shrubs
 Tree fruits Perennial flowers Ground covers
 Berries Ornamental trees Other (specify) _____

How do you receive gardening information? Please check all that apply.

- Garden magazines Nursery/garden center personnel Family/friends/neighbors
 Newspaper articles University/college professors Garden clubs
 Extension bulletins Extension office staff Master Gardeners at Extension office
 TV/cable stations Radio stations Internet

Are you employed now? No Yes Full-time Part-time

Are you retired? No Yes Semi-retired? No Yes

Do you speak a language other than English? No Yes (language) _____

If certified as an Idaho Master Gardener, do you give permission to UI Extension to publish your picture without additional permission and with or without accompanying personal identification (your name)?

- No Yes

Check the skills you are good at.

- Public speaking Artistic Computing/web design Marketing
 Writing Manual Labor Typing, filing Social media
 Other (specify) _____

I would like to take this class for academic credit (an additional fee applies)

RETURN THIS FORM TO THE UNIVERSITY OF IDAHO EXTENSION OFFICE IN YOUR COUNTY.

At the University of Idaho we respect your right to privacy and we understand that participants need to be in control of their personal information. “Personal information” includes, but is not limited to, name, address, telephone number and e-mail address. The University of Idaho does not sell, rent, swap or otherwise disclose any of this information other than for the sole purpose of Civil Rights reporting.

UNIVERSITY OF IDAHO EXTENSION

IDAHO MASTER GARDENER PROGRAM

OPPORTUNITY CONTRACT

I wish to become an Idaho Master Gardener. I understand I must complete the classroom instruction, finish all quizzes and exams, complete all lab work, and complete volunteer hands-on training to become certified. I realize that part of my hands-on training hours must be spent at, or arranged through, the UI Extension office where I complete my training. I also understand that I can sign up for more than one hands-on project and volunteer more than the required number of hours.

If I am accepted into the Idaho Master Gardener training program and/or become certified as an Idaho Master Gardener, I will abide by all regulations and policies of University of Idaho Extension.

As a certified Idaho Master Gardener, I agree to provide University of Idaho pest control recommendations even if they include synthetic chemical pesticides. I also agree to become, or work under, a person licensed as an Idaho pesticide applicator.

I understand that as an Idaho Master Gardener, I am considered a volunteer representative of the University of Idaho. Therefore, the University of Idaho will assume liability for my pest control recommendations, but only if my recommendations are in accordance with the University of Idaho pesticide policies found in chapter 1 of the *Idaho Master Gardener Program Handbook*.

Name (please print)

Address

Zip Code

Phone (day)

Phone (evening)

Signature

Date

All certified Idaho Master Gardeners are required to provide volunteer service. One important function is to assist the local county UI Extension educator in the office, answering horticulture-related inquiries in the spring and summer. Time commitments vary by county. Indicate the days and months that are convenient for you. You will be contacted for specific dates.

MONTH	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						

My schedule is flexible. I can be available almost anytime with advance notice.

(continued)

IDAHO MASTER GARDENER PROGRAM

OPPORTUNITY CONTRACT — PAGE 2

Do you speak a language other than English? No Yes (language) _____

SELECT SEVERAL PROJECT AREAS OF INTEREST TO YOU.

Plant Clinic

- Plant clinic (identifying plant problems)

Garden Projects

- City beautification
- 4-H/youth garden projects
- Weed/insect collection
- Demonstration garden
- Senior citizen garden project

Support Activities

- Artwork, calligraphy
- Photo album, photography

Communications/Writing

- Garden newsletter articles
- Newspaper articles
- Publicity for Idaho Master Gardener Program

Landscape Design/Maintenance

- Extension office landscape
- Other landscapes (must be approved by the Master Gardener coordinator)

Speaker's Bureau

- Speaker/presenter (topic) _____

- For youth groups only
- For adult groups only
- Audience makeup is not crucial

Special Events

- Information booths
- Fundraising events
- Garden tours

Office Assistance

- Filing/organizing paperwork
- Typing, mailing, stapling, collating
- Telephone answering

Other

- Special project (topic) _____

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IDAHO MASTER GARDENER PROGRAM

TAX RECORDS FOR VOLUNTEER SERVICE

Directions for claiming deductions: List the amount you claim as a deduction in Schedule A under “Contributions” (other than cash). This statement certifies that you have performed volunteer service. File this statement with your records. You should also keep a record of when and where your service was performed. Keep a record of mileage (read tax instructions to determine how many cents per mile are allowed). You may also list supplies you purchased and used within the Idaho Master Gardener Program. Keep this information with your records to verify your deductions in case your tax return is audited. Consult a tax accountant for advice as needed.



IDAHO
master
GARDENER

A UNIVERSITY OF IDAHO
EXTENSION PROGRAM

THIS CERTIFIES RECOGNITION OF VOLUNTEER SERVICE PERFORMED WITHIN THE UNIVERSITY OF IDAHO'S IDAHO MASTER GARDENER PROGRAM.

Idaho Master Gardeners receive training from University of Idaho Extension educators in solving and giving advice on yard, garden, and houseplant problems. Volunteer service within this program is performed by Idaho Master Gardeners in various ways (e.g., participating in Master Gardener clinics, assisting in a county UI Extension office, speaking to groups, consulting on plant problems by telephone, and other methods arranged with UI Extension staff members).

Idaho Master Gardener

A handwritten signature in black ink that reads "Barbara Petty".

Barbara Petty, Director
University of Idaho Extension



UNIVERSITY OF IDAHO EXTENSION

IDAHO MASTER GARDENER PROGRAM

EMERGENCY CONTACT FORM

College/Department

Activity Name

Date

Location

Name (First)

(Last)

Address

City

State

Zip Code

Phone (Cell)

Phone (Home)

Primary Emergency Contact Name

Relationship

Phone (Cell)

Phone (Home)

Phone (Work)

Secondary Emergency Contact Name

Relationship

Phone (Cell)

Phone (Home)

Phone (Work)

PLEASE NOTE: Hospitals and clinics require Social Security numbers before providing treatment and suggest that participants bring a copy of their insurance card. **THE PARTICIPANT IS RESPONSIBLE FOR ALL MEDICAL EXPENSES.**

The contact information provided will be shared only in the case of an emergency.

IDAHO MASTER GARDENER PROGRAM

PEST MANAGEMENT AGREEMENT

The role of pesticides is important for home yard and garden pest management recommendations. All pesticide use in Idaho is regulated by state and federal laws. In order to promote the safe and effective use of pesticides and reduce the misuse of pesticides, all University of Idaho volunteer Master Gardeners are required to follow the terms of this agreement, as listed below.

1. I must be a certified Idaho Master Gardener to give pest control advice to clients. Certification requires both successful completion of county Master Gardener training and requirements and successful completion of a pesticide online training course.
2. I can only advise homeowners about pesticide use around home yards, gardens and landscapes. Questions regarding commercial crop production, nursery management, forestry, public area landscape maintenance, aquatic weed management, and pesticide liability are to be referred to the county Extension educator.
3. I will provide both chemical and nonchemical pest management recommendations allowing the client a choice of strategies.
4. I can only give pest management recommendations, both chemical and nonchemical, published in current University of Idaho or Pacific Northwest Extension publications, in other university publications, or in some other reliable research-based source. Remember that the actual pesticide label always takes precedence over any oral or written recommendation.
5. I can only recommend pesticides that are registered for home and garden use. I must follow all label directions and precautions, including but not limited to: preharvest intervals, reentry waiting periods, personal protective equipment, and product and container disposal.
6. I must never recommend any household product or chemical as a pesticide unless the product label states it can be used to control pests on the specific site of interest. I must never recommend any “homemade recipe” as a pesticide without proper labeling. Homemade insect or slug traps baited with food products are considered devices and under state law are not regulated as pesticides. If an Idaho Master Gardener has credible, published information from a university source on devices (for example, sticky boards that trap aphids or slug traps), they may be recommended.
7. I understand that as an Idaho Master Gardener, I am not required to have an Idaho pesticide license to recommend pesticides registered for home and garden use only.
8. I understand that as an Idaho Master Gardener, I am considered a volunteer representative of the University of Idaho. The university will assume liability for my pest management recommendations only if: (1) the pesticide is a legally registered product for home and garden use, (2) appropriate pesticide label directions and precautions are followed, (3) the management recommendations are made directly from the pesticide label or from current University of Idaho, Pacific Northwest Extension, or other regional university publications, and (4) no household chemicals and/or homemade recipes are recommended unless they are labeled as pesticides.

Signed: Idaho Master Gardener Volunteer

Date

Print Name

UNIVERSITY OF IDAHO EXTENSION

IDAHO MASTER GARDENER PROGRAM

ACKNOWLEDGMENT OF RISK AND WAIVER OF LIABILITY

Master Gardeners will be expected to sign an Acknowledgment of Risk and Waiver of Liability (“Waiver”). Master Gardener Coordinators will request the Waiver of Liability from all participants in the Master Gardener program.

