



**EXTENSION**  
College of Agriculture,  
Biotechnology & Natural Resources



# Volunteer Handbook

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**WELCOME TO UNIVERSITY OF NEVADA, RENO EXTENSION!** We are so excited to have you as part of the University of Nevada, Reno (UNR) Extension Master Gardener program! As a volunteer with UNR Extension, you are representing a part of UNR that has been dedicated to delivering research-based education throughout Nevada for over 100 years.

Master Gardeners have been teaching and demonstrating sustainable, research-based horticulture practices since 1977. Extension Master Gardener volunteers are dedicated to providing consumer horticulture education throughout their communities in a variety of ways.

This handbook will be a helpful tool throughout your time as a Master Gardener volunteer. The handbook was designed to answer common questions about the program for volunteers, new and experienced. Although individual county programs may vary, all programs must follow policies and guidelines stated in this handbook. Some areas may have additional requirements for volunteer or continuing education hours. Make sure you are in contact with your local county coordinator to learn about the program in your area.

Thank you so much for your service and dedication to educating the people of Nevada through your involvement with the Master Gardener program. We are extremely grateful to get to work with you, and are excited to see what you will accomplish throughout your journey as a Master Gardener volunteer.

Cheers,



**Katelyn Brinkerhoff**  
Statewide Master Gardener Coordinator  
University of Nevada, Reno Extension

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## ABOUT THE UNIVERSITY OF NEVADA, RENO EXTENSION AND THE MASTER GARDENER PROGRAM

### HISTORY OF UNR EXTENSION

Established by the Smith-Lever Act in 1914, Extension is a partnership of the U.S. Department of Agriculture and the land-grant universities, which are authorized by the Federal Morrill Acts of 1862 and 1890. Legislation in the various states enabled local governments to become a third legal partner in this educational endeavor. Funding of the University of Nevada, Reno (UNR) Extension is a joint effort of federal, state and local government.

Extension is charged with disseminating information developed by land-grant universities and research stations to the public. Its goal is to provide information and assistance that will enable citizens to make sound, informed choices about issues affecting their lives. In accordance with Chapter 549 of the Nevada Revised Statutes (NRS), Extension programming focuses on six program areas: agriculture, community development, health and nutrition, horticulture, personal and family development, and natural resources.

UNR Extension programs are not affiliated with the Nevada Department of Agriculture (NDA). While the function of Extension is education, the function of the NDA is regulation. NDA is a governmental department within the State of Nevada and is under the direction of the Governor's office. NDA regulates the rules governing the sale of agricultural products, including turf and ornamentals, and the sale and use of pesticides. Extension partners with NDA and may utilize NDA insect and disease diagnostic services.



Figure 1: University of Nevada, Reno Extension logo

The UNR Extension programs are not affiliated with the University of Nevada, Las Vegas (UNLV). Although the two partner together on many projects and programs.

**History of UNR Extension - <https://extension.unr.edu/history.aspx>**

**Nevada's Land-grant: How an Idea Shaped an Entire University - <https://vimeo.com/531952946>**

## MISSION AND VALUES OF UNR EXTENSION

### MISSION OF UNR EXTENSION

To discover, develop, disseminate, preserve and use knowledge to strengthen the social, economic and environmental well-being of people.

### VALUES OF UNR EXTENSION

- Accountability and ethics
- Teamwork and collaboration
- Quality community education
- Honest and open communication
- Responsive to needs of a diverse society
- Innovative thinking, flexibility, integrity and dedication

## HISTORY OF UNR EXTENSION MASTER GARDENER PROGRAM

The Extension Master Gardener Program started in 1972 in Washington state by Extension Specialist Dr. David Gibby. In 1973, the Extension Master Gardener program welcomed their first class of passionate volunteers with a love for gardening. They were trained to help provide consumer horticulture



Figure 2: National Extension Master Gardener logo

education to their communities. Since then, the Extension Master Gardener program has grown and now covers all 50 states and the District of Columbia. The program has even spread internationally covering several provinces of Canada and South Korea.

In 1977, the Extension Master Gardener program laid down roots in Nevada. The program started in Washoe County and slowly grew into Carson City and Douglas County. Eventually the program sprouted in Clark County in 1992. In 2022, the UNR Extension Master Gardener program evolved to a statewide model. The UNR Extension Master Gardener program is unique with the variety of gardening zones throughout the state. From mountains to deserts, Master Gardeners cover it all.

## WHAT IS A MASTER GARDENER?

Master Gardener volunteers are trained and certified volunteers who work in partnership with Extension professionals to assist their community in consumer horticulture educational programs and information using unbiased, research-based information. Master Gardener volunteers assist community members by providing Nevada specific horticultural education to the public on topics such as garden pests, houseplants and other home landscape related topics.



The Extension trained volunteers use many different delivery methods, such as home gardening helplines, in-person office visits, social media platforms, demonstrations, classes and workshops, plant clinics, community events and online presentations to provide the greatest reach to their community.

Master Gardeners also assist Extension professionals in the development and implementation of innovative projects to meet the needs of their communities.

The Extension Master Gardener program is distinguished on a state, national, and international level not only by the intensive training that is required but by the impacts these volunteers have made in their communities through their yearly volunteer recertification commitments.

### **Master Gardeners by the Numbers (NIFA/USDA) -**

<https://www.nifa.usda.gov/about-nifa/blogs/master-gardeners-numbers>



Figure 3: University of Nevada, Reno Extension Master Gardener program identifier.

### **PURPOSE OF THE MASTER GARDENER PROGRAM**

The Master Gardener Program is an educational and volunteer program designed to teach volunteers how to garden in our unique climates throughout Nevada. In return, volunteers give back to the program by volunteering their time to help the program reach more people and enrich the horticultural life of their community.

### **FEES AND FUNDING**

The Master Gardener Program is self-funded. Funds that support the program are derived from fees collected from the Home Horticulture Certificate course, Advanced Horticulture Certificate course, Master Gardener training, and state-offered continuing education. The funding source supports one full-time state coordinator. Funds also support operational expenses for the program.

Funding source	What it supports
Home Horticulture Certificate courses	One full-time statewide coordinator (salary, benefits, professional development, and travel)
Advanced Home Horticulture Certificate courses	
Master Gardener Training courses	Master Gardener appreciation for the program (certificates, name badges, milestone pins, etc.)
Advanced Master Gardener Trainings	Operational expenses for the Master Gardener Program (marketing, volunteer management tools, IT support, educational material production, etc.)
Statewide Apparel Store	
Local Master Gardener program (Generated from additional continuing education, events, grants, donations, plant sales, etc.)	Local projects, scholarships, educational events, etc.

## MASTER GARDENER STAFF STRUCTURE AND LOCAL CONTACT INFORMATION

UNR Extension professionals provide leadership to the Master Gardener program.

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### STATEWIDE MASTER GARDENER COORDINATOR

The Statewide Master Gardener Coordinator is the faculty oversight and is responsible for providing statewide leadership for the Master Gardener program, designing and implementing a high-quality training, and providing support to local county coordinators. This position works closely with horticulture specialists, faculty, and local county coordinators to develop necessary training materials, create and/or edit policies and procedures, and set objectives for the program. This position is also responsible for statewide communications, recruitment, and program revenue generation.

**Katelyn Brinkerhoff (2021 – Present)**

[ExtensionMasterGardener@unr.edu](mailto:ExtensionMasterGardener@unr.edu)

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### UNR EXTENSION SPECIALISTS AND FACULTY

UNR Extension horticulture specialists provide guidance in curriculum development for the training courses to ensure material is accurate and up-to-date. Select specialists and faculty will also assist with teaching segments of the training.

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## LOCAL COUNTY COORDINATORS

Local County coordinators oversee the county program and provide support for the Master Gardener volunteers. They are responsible for day-to-day implementation of the program at the county level and all county volunteer appointments.

This position varies from county to county. To find out who your local county coordinator is for your area, contact your local UNR Extension office.

*In some offices, Master Gardener volunteers may assist with some of the day-to-day tasks of the program at the direction of the local county coordinator.*

County Offices and Contact Information		
<p><b><u>Carson City &amp; Storey County</u></b>            727 Fairview Drive,            Suite F,            Carson City, NV 89701            Phone: <a href="tel:775-887-2252">775-887-2252</a></p>	<p><b><u>Elko County</u></b>            701 Walnut St.,            Elko, NV 89801-5032            Phone: <a href="tel:775-738-7291">775-738-7291</a></p>	<p><b><u>Lyon County</u></b>            504 S. Main St.,            Yerington, NV 89447            Phone: <a href="tel:775-463-6541">775-463-6541</a></p>
<p><b><u>Churchill County</u></b>            111 Sheckler Rd.,            Fallon, NV 89406            Phone: <a href="tel:775-423-5121">775-423-5121</a></p>	<p><b><u>Eureka County</u></b>            461 South Main St.,            Eureka, NV 89316            Phone: <a href="tel:775-237-6134">775-237-6134</a></p>	<p><b><u>Mineral County</u></b>            205 S. A St.,            Hawthorne, NV            Phone: <a href="tel:775-945-3444">775-945-3444</a></p>
<p><b><u>Clark County   Las Vegas</u></b>            8050 Paradise Rd, Ste 100            Las Vegas, NV 89123            Phone: <a href="tel:702-222-3130">702-222-3130</a></p>	<p><b><u>Humboldt County</u></b>            1085 Fairgrounds Rd.,            Winnemucca, NV 89445            Phone: <a href="tel:775-623-6304">775-623-6304</a></p>	<p><b><u>Nye County   Pahrump</u></b>            1651 E. Calvada Blvd.,            Pahrump, NV 89048            Phone: <a href="tel:775-727-5532">775-727-5532</a></p>
<p><b><u>Clark County   Laughlin Office</u></b>            55 Civic Way,            Laughlin, NV 89029            Phone: <a href="tel:702-299-1333">702-299-1333</a></p>	<p><b><u>Lander County</u></b>            815 N. 2nd St.,            Battle Mountain, NV 89820            Phone: <a href="tel:775-635-5565">775-635-5565</a></p>	<p><b><u>Nye County   Tonopah</u></b>            #1 Frankie St. Old            Courthouse,            Tonopah, NV            Phone: <a href="tel:775-482-6794">775-482-6794</a></p>
<p><b><u>Clark County   Logandale Office</u></b>            1897 N. Moapa Valley            Blvd.,            Logandale, NV 89021            Phone: <a href="tel:702-397-2604">702-397-2604</a></p>	<p><b><u>Lincoln County</u></b>            360 Lincoln St.,            Caliente, NV            Phone: <a href="tel:775-726-3109">775-726-3109</a></p>	<p><b><u>Pershing County</u></b>            810 6th St.,            Lovelock, NV            Phone: <a href="tel:775-273-2923">775-273-2923</a></p>
<p><b><u>Douglas County</u></b>            1325 Waterloo Ln.,            Gardnerville, NV 89410            Phone: <a href="tel:775-782-9960">775-782-9960</a></p>	<p><b><u>White Pine County</u></b>            950 Campton St.,            Ely, NV 89301            Phone: <a href="tel:775-293-6599">775-293-6599</a></p>	<p><b><u>Washoe County</u></b>            4955 Energy Way,            Reno, NV 89502            Phone: <a href="tel:775-784-4848">775-784-4848</a></p>

UNR BRANDING & LOGO INFORMATION

As a part of the University of Nevada, Reno, the College of Agriculture, Biotechnology & Natural Resources and Extension, it is important that we create a unified look that displays our connection to the university through the Master Gardener program. *Our goal is that our brand is recognized and valued in Nevada communities.* Master Gardener volunteers should work with their local county coordinator and their area’s marketing specialist to create branded marketing materials using the College’s [brand toolkit](#).

Current University, Extension and Master Gardener identifiers.

- <https://www.unr.edu/cabnr/brand>



Figure 4. University of Nevada, Reno identifier.



Figure 5. University of Nevada, Reno Extension identifier.



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Figure 6. Example of the University of Nevada, Reno Extension co-branded Master Gardener identifiers.



Figure 7. University of Nevada, Reno Extension Master Gardener program identifier.

## PROGRAM STRUCTURE AND HOURS COMMITMENTS

### MASTER GARDENER TITLES

Below are descriptions of the various titles within the Master Gardener program. Reminder, some counties have additional requirements. Please visit with your local county coordinator.

Title	Description
<b>Master Gardener Student</b>	<ul style="list-style-type: none"> <li>• Individual that applied to the program and was accepted into the Master Gardener training</li> </ul>
<b>Master Gardener Intern</b>	<ul style="list-style-type: none"> <li>• Individual that completed all Master Gardener training requirements and scored an 80% or higher on their final exam.</li> <li>• Completes internship commitment               <ul style="list-style-type: none"> <li>○ 15 hours of continuing education (CE)</li> <li>○ 35 hours of approved volunteer projects or activities</li> </ul> </li> <li>• Maintains hours and reporting in Extension Online</li> </ul>
<b>Certified Master Gardener</b>	<ul style="list-style-type: none"> <li>• Individual that successfully completed commitments of their intern year</li> <li>• Maintains the minimum commitment hours               <ul style="list-style-type: none"> <li>○ 10 hours of continuing education (CE)</li> <li>○ 20 hours of approved volunteer projects or activities</li> </ul> </li> <li>• Maintains hours and reporting in Extension Online</li> <li>• Complete annual agreements</li> <li>• Remains in good standing with county program</li> </ul>
<b>Emeritus Master Gardener</b>	<ul style="list-style-type: none"> <li>• Certified Master Gardener who has served over 10 years and 1,000 hours of volunteer projects or activities in the program may apply for emeritus status</li> <li>• Remained in good standing within their county program</li> <li>• Maintain minimum hours required and reporting in Extension Online</li> </ul>

### TRAINING



Master Gardener training is provided by the UNR Extension statewide. The training program is an integrated, practical training course in plant science. The training course is hosted online utilizing videos, online discussion boards, quizzes, live Q and A sessions, and lab homework.

All counties are required to host at least two in-person events during the Master Gardener training (Part 2) portion of the training. Master Gardener students are required to attend the in-person events as a part of their training.

The Master Gardener Program is broken into a two-part training that is to be taken back-to-back:

The **Home Horticulture Certificate (Part 1)** course is a prerequisite to the Master Gardener training and covers general home gardening knowledge over several classes. Individuals must successfully pass the post-exam with an 80% or higher, as well as complete any requirements throughout the course. Upon completion of the course individuals will be awarded a Home Horticulture Certificate.

*For individuals moving onto the Master Gardener training (Part 2), an interview and background check will be required, as well as additional volunteer paperwork before being accepted into the training.*

The **Master Gardener training (Part 2)** builds on topics discussed in Part 1 while continuing to expand into additional topics. Extension specialists and horticulture experts serve as instructors and assist in curriculum development for the course. Individuals must successfully pass the post-exam with 80% or higher, as well as complete any requirements throughout the course. Upon completion of the course individuals will be awarded a Certificate of Competition for the Master Gardener training.

The full Master Gardener training series is offered annually in the fall.

### **Part 1: Home Horticulture Certificate Program**

- Chapter 1: Soils and Plant Nutrients
- Chapter 2: Composting
- Chapter 3: Plant Propagation
- Chapter 4: Herbaceous Ornamentals
- Chapter 5: Woody Ornamentals
- Chapter 6: Native Plants
- Chapter 7: Vegetable Gardening
- Chapter 8: Tree Fruits and Nuts
- Chapter 9: Small Fruits
- Chapter 10: Plants Grown in Containers
- Chapter 11: Integrated Pest Management - IPM

### **Part 2: Master Gardener Training**

- Chapter 12: Botany
- Chapter 13: Wildlife
- Chapter 14: Lawns
- Chapter 15: Landscape Design
- Chapter 16: Weeds
- Chapter 17: Youth, Community, and Therapeutic Gardening
- Chapter 18: Diseases and Disorders
- Chapter 19: Diagnostics
- Chapter 20: Insects

Additional continuing education sessions and advanced Master Gardener training classes are offered periodically to address seasonal issues and provide specialty training.

*\*If individuals are interested in the courses taught in the Master Gardener training but are unable to commit to being a volunteer can enroll in the Advanced Home Horticulture Certificate Program. Please visit the [Home Horticulture Certificate website](#) to learn more.*

*Home Horticulture Certificate Program website - <https://extension.unr.edu/program.aspx?ID=279>*

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## EXAMINATION

At the end of the Home Horticulture Certificate Program, students must pass an exam with an 80% or higher. There will be an option for one retake of this exam. The exam will cover the topics discussed in the course training.

At the end of the Master Gardener training, each student must pass the final exam. The final exam will cover topics from both levels but is primarily focused on topics covered in the Master Gardener Training (Part 2). A score of 80% or higher is needed to pass. The final exam is also open book. Notes, books, and discussions are highly encouraged. There is no retake for the Master Gardener training final exam.

## VOLUNTEER HOUR COMMITMENTS

Master Gardener volunteers assist UNR Extension faculty, staff, and/or specialists on providing research-based consumer horticulture (home gardening) education to communities throughout Nevada. This can happen through a variety of projects and activities that focus on education and meet the volunteer hour commitments to the program.

***Master Gardener volunteers do not provide garden labor or consulting purposes without an educational purpose. Master Gardener volunteers and the Master Gardener program does not endorse any commercial products, services, and businesses. The program is neutral and unbiased when discussing any commercial products, services, or businesses.***

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## MASTER GARDENER INTERN (FIRST-YEAR) COMMITMENTS

The minimum hour commitments the during the **first year** as a Master Gardener **Intern** are:

- 15 hours of continuing education (CE)
- 35 hours of approved volunteer projects or activities (Volunteer hours)

***Counties may require additional volunteer hours, such additional help desk hours. Each county may also have hour requirements for specific types of volunteer activities.***

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## FAILURE TO COMPLETE MASTER GARDENER INTERN COMMITMENTS

Master Gardener Interns that fail to complete the Master Gardener Intern year requirements will be billed for the full cost (an additional \$150) of the course tuition and receive an Advanced Home Horticulture program certificate. Individuals with special situations request an extension during their initial intern year for up to 12 additional months at the discretion of the local county coordinator based on extenuating circumstances or hardships.

If you believe you will not complete your hours, please contact your local county coordinator immediately to develop a plan.

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## MASTER GARDENER YEARLY REQUIREMENTS

The minimum **yearly** hour commitments to remain a **Certified** Master Gardener are:

- 10 hours of continuing education (CE)
- 20 hours on approved volunteer projects and activities (Volunteer hours)

***Each county may have hour requirements for specific types of volunteer activities, such as the help desk.***

**Travel hours** – Hours spent traveling to/from approved Master Gardener projects can be counted toward your annual Master Gardener volunteer hours for certification up to an hour per entry. We value the time our Master Gardeners spend traveling to and from various projects and programs but want to ensure that the community is getting the majority of the yearly commitment hours.

In some counties, hours may count toward local county awards and other recognition opportunities.

Additionally, mileage may be important to individual Master Gardeners for tax purposes. You can track travel time (in minutes) and mileage in the online VRS. It is not a requirement to document travel in the VRS.

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## VOLUNTEER PROJECTS AND ACTIVITIES

Master Gardeners have committed to volunteer their time to extend UNR Extension's mission "To discover, develop, disseminate, preserve and use knowledge to strengthen the social, economic and environmental well-being of people." Volunteer hours spent on projects and/or programs should also align with this mission.

Volunteer hours are defined as hours spent working on approved Master Gardener projects or activities that benefit the community or UNR Extension.

Below are examples on types of volunteer activities that are acceptable. This is not a comprehensive list, and all volunteer activities must follow the approval process below.

Additional approval is not needed to participate in already approved projects and activities.

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### EXAMPLES OF VOLUNTEER PROJECTS AND ACTIVITIES:

- Answer questions from social media site, phone calls and emails received at the office
- Lead scheduled guided tours of UNR Extension demonstration gardens
- Plant and maintain UNR Extension demonstration garden plots
- Teaching at an approved Community Garden
- Support UNR Extension horticulture workshops, such as pruning, composting, irrigation, etc.
- Speak at and lead Extension-focused activities at local garden clubs, libraries, community centers, senior centers etc. These require prior authorization as Master Gardener events.

- Lead UNR Extension youth horticulture or Junior Master Gardener projects or activities (please visit with your local county coordinator if interested in youth-focused activities). Additional credentialing may be required.
- Working in the Master Gardener library (if housed in your local UNR Extension office)
- Staff an approved Master Gardener informational booth to answer questions and provide education, such as home shows, farmers markets, and community fairs/festivals
- Advise local homeowner associations (HOAs) on best practices and plant selection
- Volunteer at nurseries and home stores for Master Gardener events
- Help maintain and educate others at a non-profit demonstration garden
- Teach continuing education topics to the community and for other Master Gardeners to obtain CEs.

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#### EXAMPLES OF VOLUNTEER PROJECTS AND ACTIVITIES THAT DO NOT COUNT AS PROJECTS:

- Employment at nurseries and home stores
- Attending homeowner association meetings or serving on a committee as a resident
- Home or personal community gardening
- Helping a family member, friend, or neighbor with their garden
- Representing the Extension Master Gardener program without prior authorization

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#### APPROVAL PROCESS FOR PROJECTS

Only volunteer projects and activities approved by the local county coordinator qualify for Master Gardener volunteer hours.

Master Gardeners are encouraged to develop new volunteer projects and activities. A proposed project must be submitted to your local county coordinator in writing and must meet the requirements above. Counties may also assign a designated Master Gardener volunteer to conduct the initial review.

Visit with your local county coordinator to learn more about approved county volunteer projects and activities. Additional approval is not needed to participate in already approved projects.

**View appendix B and C for project approval worksheets.**

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#### VOLUNTEER PROJECT OR ACTIVITY APPROVAL REQUIREMENT

- Project is horticultural in nature and educates the public with unbiased, research-based information.
- Project benefits the community through horticultural education or research.
- When working with community groups, the project must be open to the public and not exclusive to the congregation or group membership.
- Project does not serve a personal enterprise or activity.
- Project may not explicitly benefit a commercial entity financially.
- Project cannot be exclusively labor or replace paid manual labor.
- Volunteers may not receive monetary compensation for their work on a project.
- Work will be done in the name of Master Gardener's and may be co-branded with any Extension approved community partners.

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#### AUDIENCE FOR VOLUNTEER PROJECTS OR ACTIVITIES

The Master Gardener program's audience is exclusively for consumer horticulture participants of all ages. The program does not provide guidance or education for commercial growers, Green Industry growers, local nurseries, local exterminators, etc. All commercial growers, Green Industry growers, local nurseries, local exterminators, etc. Must be referred to Extension faculty or staff.

#### CONTINUING EDUCATION COMMITMENTS

Master Gardeners are encouraged to be continuous learners. It is important to keep up-to-date with new information and advances in the horticulture field. Continuing education (CE) hours are defined as hours spent gaining new horticultural knowledge for the benefit of Master Gardener activities. Below are common examples of continuing education, and clarification on a few activities that are not considered continuing education.

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#### EXAMPLES OF CONTINUING EDUCATION

- Attend educational tour at a demonstration garden or research area
- Attend educational presentations at a monthly Master Gardener Meeting
- Attend an Advanced Master Gardener Training (Hosted by state or county)
- Attend college or online horticulture classes\*
- Develop a horticultural presentation\*\*
- Attend a lecture on horticulture topics
- Attend a horticulture conference, seminar, or workshop\*\*\*

*\*The maximum number of hours counted for attending another Extension's, university's, or online horticultural class is determined by your local county coordinator. One hour of*



*the Extension's, university's, or online class may not equal one hour of continuing education.*

*\*\*At least half your hours your CE hours should come from interactive sources (live sessions in-person or virtual). Local county coordinators may set a maximum number of hours that can be spent on the development of a horticultural presentation.*

*\*\*\*You may receive one hour of CE for each educational hour of instruction when attending a horticulture conference, seminars or workshops (i.e. International Master Gardener Conference workshops).*

Activities that **do not** count towards for CE hours include, but are not limited to:

- Touring a botanical garden on your own
- Reading gardening books, magazines and newspaper articles
- Browsing the internet
- Going to a nursery
- Watching television gardening shows, videos or vlogs (i.e. YouTube or Facebook videos)
- Listening to radio or online gardening shows
- Reading gardening blogs
- Taking care of your own garden
- Helping a family member, friend, or neighbor with their garden

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## APPROVAL PROCESS FOR CONTINUING EDUCATION

If you are unsure if an activity counts towards continuing education hours you should contact your local county coordinator to verify with them and obtain documented approval. Upon submission, hours meeting the requirements for CE are approved by the local county coordinator. Counties may also assign a designated Master Gardener volunteer to conduct the initial review. Once approved, hours are then counted towards the hours for recertification.

***The local county coordinator may set a maximum on the number of hours counted for other CE opportunities. At least half your hours your CE hours should come from interactive sources (live sessions in-person or virtual)***

***Hours may not be counted as both CE and volunteer hours.***

## NON-COMPLETION OF ANNUAL HOURS AND REINSTATEMENT

Master Gardeners are expected to complete the minimum hours of volunteer and continuing education hours, as well as any additional county requirements each year to remain active in the program.

If a Master Gardener has difficulty meeting certification commitments, they should contact their local county coordinator. An extension or leave of absence for Master Gardeners may be requested for approval.

If a Master Gardener fails to complete their recertification hours without notifying their local county coordinator, they will be removed from the program and asked to return their name badge and items purchased by UNR Extension.

There is a **Master Gardener Reinstatement Application** available for Certified Master Gardeners who have had a break in volunteering for longer than two years, but less than five. Master Gardeners must have been in good standing and be accepted by their local county coordinator to apply. All volunteer paperwork will need to be updated, and the minimum volunteer and continuing education hours and additional county requirements must be completed before full reinstatement.

After five years, inactive Master Gardeners will have to attend the full training to regain certification.

***See Master Gardener Reinstatement Application in Appendix D.***

## VOLUNTEER RECOGNITION

Appreciation of our Master Gardeners is important. On the stateside level there are five types of statewide volunteer recognition.

Volunteer and continuing education hours must be kept up to date by Master Gardener Interns and Certified Master Gardener volunteers in the reporting system and verified by the county coordinator. This is a vital part to the award process. Be in communication with your local county coordinator when you are approaching these amazing milestones.

Some counties may have additional awards on the local level. Contact your local county coordinator to learn more.

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## CERTIFIED MASTER GARDENER

- Awarded after completion of internship requirements
- This includes an official Master Gardener name badge and certificate.

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## VOLUNTEER HOUR MILESTONE ACHIEVEMENTS

- Pin and certificate will be award to Certified Master Gardeners that achieve:
  - 500 hours
  - 1,000 hours
  - 2,000 hours
  - 3,000 hours
  - 4,000 hours
  - 5,000 hours
  - 6,000 hours
  - 7,000 hours
  - 8,000 hours
  - 9,000 hours
  - 10,000 hours
- Certified Master Gardeners will be acknowledged statewide in newsletter, on social media, and at the statewide or regional conference.



Figure 8. Example of milestone pin.

## OUTSTANDING VOLUNTEER AWARD

- Award given to any Master Gardener that volunteers over 500 hours in a single year
- Master Gardener Outstanding Volunteers will be presented with a certificate of appreciation, as well as acknowledged in the statewide newsletter and on social media.

## EMERITUS MASTER GARDENER STATUS

- This title is granted after a Master Gardener applies and is accepted.
- The Master Gardener must have served 10+ years in the program from the date of their certification, in good standing within their county program, and entered at least 1,000 hours into the volunteer reporting system.
- Emeritus Master Gardeners will be awarded a new badge that highlights their title change, a certificate honoring their achievement, acknowledged statewide in newsletter, on social media, and at the statewide or regional meeting.

**Application for Emeritus Master Gardener Status is listed in Appendix F.**

## FRIEND OF UNR EXTENSION MASTER GARDENER PROGRAM

- This title is awarded to community members who have supported and contributed to the mission of the Master Gardener program without formal training.

- A Friend of the UNR Extension Master Gardener Program will be awarded a certificate, acknowledged statewide in newsletter, on social media, and at the statewide or regional conference.
- Individuals that are awarded this title will have access to the statewide newsletter, programs, and events. However, they will not have access to the reporting system unless they take formal training.

**Since Friends of the Master Gardener Program are not volunteers through UNR Extension they are not covered under liability insurance.**

## PROGRAM GUIDELINES AND POLICIES

### USE OF THE TERM “MASTER GARDENER”

The title “University of Nevada, Reno Extension Master Gardener volunteer” or “Master Gardener” belongs to UNR Extension and the use in Nevada is limited to UNR Extension volunteer activities.

The title **may not** be used for commercial purposes, which may imply university endorsement of a product, business or paid service. The use of the Master Gardener badge, clothing, swag, and the title “Master Gardener” should be worn or used **only and exclusively** when performing unpaid public service as part of UNR Extension approved or sponsored activities.

**Violation of this guideline may result in loss of certification and dismissal from the Master Gardener Program.**

The training, experience and certification gained through the Master Gardener program may be listed as a qualification when seeking employment, but not used in execution of subsequent work duties or advertising.

### MASTER GARDENER “DOS AND DON’TS”

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#### DOS

- When performing program activities, Master Gardeners represent the University of Nevada, Reno Extension.
- Master Gardeners may make recommendations *only* in-home horticulture related topics.

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#### DON’TS

- Master Gardeners should avoid discussing pesticides with clients. Master Gardener may share University fact sheets on pesticides. To avoid potential

problems of liability, recommendations should be made only based on published University recommendations.

- *All questions concerning pesticides, commercial pest control, and commercial horticulture must be referred to a Horticulture Specialist.*
- Master Gardeners may make no recommendations about human or animal health.
- Master Gardeners may not make recommendations in other areas such as food preparation or preservation, medicine, or agriculture.
  - *Questions related to cultural practices and problems not specifically covered by UNR Extension commendations must be referred to UNR Extension Horticulture Specialist.*
- Home visits by Master Gardeners are not allowed. Most problems presented to Master Gardeners may be solved by phone or email. The samples of problem plants may be delivered to local Extension office by the homeowner. Photos or videos may be emailed to local Extension office or help desk as well.
- Master Gardeners performing work and/or speaking before groups on horticulture-related subjects shall not accept payment, gratuities, per diem or honoraria, if offered, while in their role as Master Gardeners.
  - *If the recipient of the volunteer work insists on contributing, checks should be made payable to the University of Nevada Board of Regents or UNR Foundation.*

## WRITING FOR PUBLICATIONS

Master Gardeners who are asked to contribute to Extension publications must follow Extension's [Publication Policies](#):

<https://extension.unr.edu/publication.aspx?PubID=2923>.

Horticulture faculty must approve all columns, articles or blogs for print and/or digital publications before submission.

Master Gardeners must include the following language at the end of the article:

*“ (your name) is a Master Gardener volunteer for the University of Nevada, Reno Extension in (your county) County. For more information or questions about Extension's Master Gardener program, contact your [local Extension office](#) (<https://extension.unr.edu/county-offices.aspx>).*

*For horticulture related questions, contact Extension's (your county) County Master Gardener Help Desk at (phone and/or email) .”*

## TRANSFER OF APPOINTMENT FROM ANOTHER STATE

Master Gardeners moving to Nevada from another state have the option to transfer into the Master Gardener program. Nationally, there is not a standardized Master Gardener program training. To recognize the training Master Gardeners may have received in the past locally or from other states, transferring Master Gardeners will be accepted into the Master Gardener Program as a “Master Gardener **Intern**” and will be subject to the following:

1. Master Gardener must be a member in good standing in original program.
2. Provide documentation from your original Extension Master Gardener Program detailing the course of study, exam requirements, and certification requirements. Contact information for your former coordinator will be helpful as well.
3. A reduced registration fee (\$125) will be charged to the transferring Master Gardener Intern to defray program expenses. In case of financial hardship, a payment plan *may be* established.
4. Complete the Master Gardener training and pass final exam with an 80% or higher. *These classes do not count toward required continuing education hours.*
5. Complete the volunteer intake process led by local coordinator.
6. Comply with all guidelines, rules and regulations as outlined in the Master Gardener Volunteer Handbook.
7. Complete 35 hours of volunteer and 20 hours of continuing education within your first year under the Master Gardener Intern title.
8. Upon completion of these requirements the transferring Master Gardener Intern will become a Certified Master Gardener and awarded an official Master Gardener badge and certificate.

In order to have total volunteer hours and continuing education hours transfer, a verification of hours is required from previous Master Gardener state or county coordinator.

See **Volunteer Hour Requirements** to learn what is expected of Certified Master Gardeners.

## CROSS-COUNTY OR CROSS-STATE VOLUNTEERING

Not all counties in Nevada have an active Master Gardener program. Some Master Gardeners may have to apply to a county that is different from their residency. Since the purpose of the Master Gardener program to provide education to Nevadans, it is encouraged that cross-county volunteers initiate local projects in their home county following the project guidelines listed above. However, there are no repercussions to cross-county volunteering.

In some situations, there may be individuals that enroll from states boarding Nevada. They are to volunteer representing themselves as a University of Nevada, Reno



Extension Master Gardener volunteer. They are encouraged to volunteer within the state of Nevada.

Cross-state volunteer is permitted at the discretion of the local county coordinator. Master Gardeners should speak to their local county coordinator before participating in out-of-state volunteer projects or activities.

Master Gardeners are only allowed to enroll in one county in Nevada.

## EVALUATION OF PROGRAM PARTICIPANTS

Master Gardeners that provide outreach education programs through direct contact (i.e. public presentations, youth horticulture lessons, Zoom presentations, etc.) should evaluate their participants. An evaluation collects data that can demonstrate the success of the educational program delivered and provide necessary feedback to improve on the delivery and content of the program. When delivering an educational program, it is encouraged that you identify your program objectives and list them for participants to help with evaluations.

The evaluation will also help collect demographic information necessary for civil rights reporting. The demographics collected for civil rights reporting can be turned into your local county coordinator.

Please use the example evaluation provided in the handbook or contact your local county coordinator to help develop a program evaluation.

For questions on collecting demographics or civil rights reporting, please contact Paul Lessick at [plessick@unr.edu](mailto:plessick@unr.edu).

**For an example evaluation see Appendix F.**

## TRACKING PARTICIPANTS AT PROGRAMS

It is important for us to track the number of participants that attend Master Gardener programs. This is a great display of our direct impact in our communities.

Master Gardeners that host their own events are expected to collect participant data through signup forms, evaluations, or other methods for individuals to self-identify. Master Gardeners should connect with their local county coordinator to find the best way to collect this data.

## POLICY ON PESTICIDES AND RECOMMENDED TREATMENTS

Although Master Gardeners receive some training on conventional pesticides, they **do not** recommend them. This is not because Extension is opposed to conventional

pesticides in principle, but because if they are misused, the University could be held liable for unintended damage to nontarget organisms. Master Gardeners are required to be clear, informative, and maintain a helpful attitude when discussing pesticides with the general public. Master Gardeners should recommend using least toxic methods first as taught in the IPM sections of the training.

When discussing pesticides, it is important to have the pest properly identified.

A pesticide is designed to kill, damage or control pests. Pesticides categorized depending on the pest they control:

- Herbicide – kills plants. While the label may say “weed killer” it may kill desirable plants as well.
- Insecticide – kills insects. This includes insect pests, but may also kill bees, butterflies, and other beneficial insects.
- Fungicide – kills fungi.
- Algaecide – kills algae
- Rodenticide – kills rodents. Rats and mice are the common targets, but these may also kill pet rodents, such as guinea pigs.

### **Suggested least toxic methods**

- **Water** – a hard spray from a hose or spray bottle will often dislodge insect pests from foliage
- **Bt (*Bacillus thuringiensis*)** - There are several products available at local nurseries for this product, which kills caterpillars and some other insect larvae.
- **Spinosad** – This organic insecticide is derived from bacteria. It is effective against several insect families.
- **Dormant oils** – These are oils which can smother insect eggs and larvae. There are two distinct types, however. “Dormant oil” is to be used **only when** the plant/tree is dormant. “Horticultural oil” is highly refined and may be applied to plants when they have leaves.
- **Diatomaceous earth** – This is composed of the fossilized remains of marine diatoms, ground fine. It acts as a mechanical insecticide.
- **Neem** – This oil is derived from the seeds of the neem tree. It acts both to control insects and fungi such as powdery mildew.
- **Horticultural vinegar** – This concentrated acetic acid is applied to plants that have emerged from the soil. It burns leaf tissue, which can be the leaves of either weeds or desirable plants. Since it contains 20% to 30% acetic acid, it can be very irritating and should be applied carefully.
- **Corn gluten meal** is not the same as corn meal. It is the by-product of the manufacture of corn syrup. It kills seedlings after they have emerged.

**The most important pest control method is preventing them from becoming established.**

1. Plants that are better adapted to their environment are less of a target for insect pests and diseases.
2. Maintain plants properly. Water and fertilizer should be applied correctly. Too much or too little of either can damage a plant. Pruning must be done so that it doesn't leave open wounds on tree or shrub.
3. Remove damaged or infected plants or plant parts so they do not serve as a source of pests.
4. Soil solarization uses heavy clear plastic to create a solar oven, killing spores, seeds, eggs, and larvae.
5. Remove pests from plants. Pull weeds when they are small. Weeds can be killed by steaming or flaming.

### **THE LABEL IS THE LAW**

It contains all the information for applying a product safely. Make sure callers know they need to read the entire label. Products for non-commercial use may have a label on the back of the container that has multiple pages.

The label contains a signal word that indicates the level of product toxicity to test animals:

- **“Caution”** – most herbicides have this signal word. It indicates that it would take a relatively large amount (over 500 parts per million) to kill test animals.
- **“Warning”** – Here, it would take from 51 to 500 ppm to kill half of the test animals
- **“Danger”** – Very few products for non-commercial applicators have this signal word. It indicates that it can cause *permanent blindness* or skin damage.

The label will indicate:

1. What pests it controls and on what plants it can safely be applied
2. What clothing or personal protective equipment (PPE) the applicator should wear
3. How best to apply the product (e.g. “spray with the wind at your back”)
4. How long to wait before eating any produce that has been sprayed

## **POLICY ON HEMP AND MARIJUANA**

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### **MARIJUANA**

The Nevada System of Higher Education Board of Regents prohibits the use, possession or cultivation of marijuana (*Cannabis sativa* and *Cannabis indica*), including

medical purposes, on institution property. This policy applies to all University of Nevada, Reno (UNR) Extension staff and volunteers, including UNR Extension Master Gardener volunteers.

Although the state of Nevada enacted laws legalizing the use and possession of marijuana, federal law prohibits the use of marijuana, including for medical purposes, on college and university campuses that receive federal funding. Therefore, UNR Extension staff and volunteers shall not provide any assistance with marijuana plant questions, medical or recreational. UNR Extension offices will not accept samples of marijuana plants. If any are brought in they will be turned over to legal authorities for destruction.

A violation of this policy may lead to disciplinary action for employees. Volunteers who violate this policy may be terminated.

Please reference the [Master Gardener Code of Conduct](#) in appendix G for the full statement on marijuana usage and possession.

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## HEMP

Hemp (*Cannabis sativa L.*) is a commercial agricultural crop in the state of Nevada used to make a variety of products. Hemp is still regulated by the Nevada Department of Agriculture. Since it is seldomly grown in home gardens, Master Gardeners will rarely answer questions on the crop. Master Gardeners may only disseminate research-based information and information on topics for which they have been trained. Questions related to agricultural crops, such as hemp, should be answered by UNR Extension Crop or Horticulture faculty or staff, or the [Nevada Department of Agriculture](#).

- [https://agri.nv.gov/Resources/Staff\\_Listings/Plant\\_Industry\\_-\\_Industrial\\_Hemp/](https://agri.nv.gov/Resources/Staff_Listings/Plant_Industry_-_Industrial_Hemp/)

## POLICY ON HERBS FOR MEDICINAL PURPOSES AND OTHER RELATED MEDICINAL PLANT QUESTIONS TO MASTER GARDENERS

University of Nevada, Reno Extension does not have the scientific, university research-based information or training to support any medical claims for using plants for medicinal purposes. Therefore, Master Gardeners may not answer questions related to these uses or present programs on the topic.

## FOOD SAFETY AND PRESERVATION POLICY

Master Gardeners are limited to advising home gardeners about growing and harvesting plants. Master Gardeners may not educate the public on the use of plants after harvest.

This includes the use of plants as dyes, herbal remedies, or lotions; preservation of garden produce; and advising on edibility of collected (i.e., foraged) or harvested plants. The potential for individual reactions to herbal medicines and lotions or the potential for food illness from misunderstanding food preservation instructions necessitate such limitations.

However, Master Gardeners may share with home gardeners simple recipes and preparation instructions, and nutritional information about commonly cultivated fruits and vegetables from reliable sources provided that such information does not include instructions or information about food preservation or any other food safety issue. Recipes should be approved through UNR Extension's nutrition department.

If in doubt, consult your local county coordinator.

## FINANCIAL ACCOUNTABILITY

All Master Gardener volunteers must fully comply with all financial procedures outlined in [University Administrative Manual](#) (UAM); failure to do so may result in suspension or termination.

- <https://www.unr.edu/administrative-manual>

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## PROGRAM ACTIVITY FUNDS

All money received through program activities using the Master Gardener name and logo must be collected through their local Extension offices. Before money can be collected there **must be** a definite plan to account for money collected prior to authorization. Local county coordinators can discuss this further with their area finance team to create appropriate account(s) for funds. All money received from Master Gardener program activities **must be** turned into the local county coordinator to be added the county sales account for the program.

The Master Gardener name and logo on or associated with products and services for such purposes **must have** approval of the statewide coordinator and marketing team. Master Gardeners do not charge fees for their services to the community unless the educational program requires supplies, rentals, tools, printing costs, etc.

**Any use of the Master Gardener name and identifier is forbidden if that use misrepresents the Master Gardener program, volunteers, UNR Extension, UNR, or their employees.**

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## ORDERING SUPPLIES FOR PROGRAM ACTIVITIES

Master Gardener volunteers may request items to be purchased for approved projects if their budget allows. Items still must be justified and may not always be approved by the local county coordinator and/or area finance teams.

**If Master Gardener volunteers purchase items with their own money without prior approval from their county coordinator, they are not entitled to reimbursement.**

Please contact your local county coordinator on how to order supplies for program activities or volunteer projects.

## MASTER GARDENER CODE OF CONDUCT

All Master Gardener volunteers must follow the Extension Volunteer Code of Conduct. The Code of Conduct is a document that is agreed to in the Master Gardener application and annually as a Certified Master Gardener.

Violating the Code of Conduct may result in corrective action, which may include suspension and/or dismissal from the program.

Violations of the Code of Conduct will be handled by the local county coordinator and their supervisor, with guidance from the Statewide Master Gardener Coordinator.

**To review the full UNR Extension Master Gardener Code of Conduct see Appendix G.**

## HELPFUL RESOURCES FOR VOLUNTEERS

### VOLUNTEER REPORTING SYSTEM (VRS) INFORMATION

#### LINK TO VRS – EXTENSION ONLINE

Master Gardeners who have completed their initial training are required to enroll themselves into the online VRS, Extension Online. Hours must be entered by the Master Gardener.

The screenshot displays a 'Volunteer Hours' reporting interface. At the top left is a green 'Volunteer Hours' button, and at the top right is a blue 'Add Hours' button. A summary box on the right shows: Volunteer Hours: 3, Education Hours: 0, Total Hours: 3, Miles Driven: 15, and Total Travel Time (Minutes): 20. Below this is a table with the following data:

Date	Project Name	Volunteer Hours	Education Hours	Miles Driven	Travel Time (Minutes)	Comment
8/17/2022	Parks and Rec Classes	3	0	15	20	Hosted class at Washoe County Park

Figure 9. Example of hours entry on Extension Online.

- [extonline.com](http://extonline.com)

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## WHAT DO YOU NEED TO ENTER HOURS?

- Length of volunteer or continuing education time (i.e. 1.25 hours, 0.5 hours, etc.)
- Project the volunteer work is associated with (needed for volunteer hours only)
- Description/name of activity completed (needed for volunteer hours and CE)

***When in doubt, contact your local county coordinator for assistance.***

## UNR EXTENSION MASTER GARDENER PROGRAM WEBSITE

Stay up to date with projects and events happening throughout Nevada on our statewide Master Gardener [website](#). The website is helpful in finding publications, fact sheets, information on the Master Gardener program to share with interested individuals, and yearly impact reports. The website also houses the link for the VRS (Extension Online) to record volunteer and continuing education hours, as well as the handbook and past newsletters.

- <https://extension.unr.edu/master-gardeners/>

## UNR MASTER GARDENER SOCIAL MEDIA PAGES

The UNR Extension Master Gardener statewide social media pages are managed by UNR's CABNR marketing team and the statewide Master Gardener coordinator. Extension professionals and Master Gardener volunteers assist with content creation, as well as handling comments and messages from the public.

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## FACEBOOK

Follow our statewide Master Gardener [Facebook page](#). This is a fantastic way to share information about the program to your personal Facebook page, or to keep up to date on projects happening around the state.

This is the only approved Master Gardener Facebook page associated with UNR Extension. Days of the week do highlight individual county programs.

- <https://www.facebook.com/UNRExtensionMasterGardeners>

## IMPORTANT UNR RESOURCES

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### UNR LIABILITY COVERAGE AND WORKERS' COMPENSATION FOR VOLUNTEERS

***It is important to notify your local county coordinator when and where you are volunteering in case of an emergency.***



“A person who performs volunteer service under the direct supervision and control of and for the benefit of the Nevada System of Higher Education (NSHE) is considered an employee and is entitled to defense and indemnification under the NSHE's self-insured liability program provided their acts are not wanton or malicious.”

**In the event you sustain an injury while volunteering:**

1. **If the injury/illness is life threatening call 911 or go to the nearest emergency room.**
  - a. If the injury/illness is not life threatening, proceed to next step.
2. **Report the injury.**
  - a. Contact your supervisor (*in this case—your local county coordinator*) immediately and report the injury.
  - b. Review Nevada Division of Industrial Relations' [D-2 Brief Description of Your Rights and Benefits if You Are Injured on the Job.](#)
    - i. <https://dir.nv.gov/uploadedFiles/dirnvgov/content/WCS/d-2.pdf>
  - c. Complete the [C-1 Notice of Injury Form](#) and submit to the Risk Management Department as soon as possible (please leave the Social Security Number field blank).
    - i. <https://dir.nv.gov/uploadedFiles/dirnvgov/content/WCS/BetaC-1.pdf>
  - d. Seek Appropriate Medical Care.
3. **If treatment is received, file a Workers' Compensation Claim.**
  - a. During your initial medical evaluation alert the medical staff if your injury/illness is work related.
  - b. Injured volunteer will complete a C-4 form with the medical provider.
  - c. The medical provider will submit a completed C-4 to the employer to initiate the workers' compensation process.
4. **If applicable, follow-up on medical care and light duty.**
  - a. After each appointment with the treating physician, all medical certifications of work status (restrictions, full-duty release, etc.) must be submitted to your local county coordinator and the Risk Management Department.
  - b. Once notified of the availability of a modified-duty assignment, the employee must return to work on the date established by the department and/or Risk Management office.

**In the event of an incident involving a participant at a Master Gardener event (Not volunteer or staff):**

1. **If the injury, illness, or emergency situation is life threatening call 911 or go to the nearest emergency room.**

- a. If the injury, illness, or emergency situation is not life threatening, proceed to next step.
- 2. Report the incident**
- a. Notify your local county coordinator
  - b. Complete the [Potential Liability Incident Report](#).
    - i. [https://ag.nv.gov/uploadedFiles/agnv.gov/Content/Complaints/2018-10\\_TC2\\_Potential\\_Liability\\_Incident\\_Report.pdf](https://ag.nv.gov/uploadedFiles/agnv.gov/Content/Complaints/2018-10_TC2_Potential_Liability_Incident_Report.pdf)
    - ii. The original report should be sent AS SOON AS POSSIBLE to:  
Claims Manager  
Office of the Attorney General  
100 North Carson Street  
Carson City, NV 89701-4717
    - iii. A faxed copy of this report should be sent AS SOON AS POSSIBLE to:  
BCN Risk Management  
775-784-4363  
Or  
BCS Risk Management  
702-895-4690
    - iv. A copy of this report should also be kept by the person responsible for the activity and another copy kept with at your local county Extension office.

For more information on workers' compensation, risk management, or liability visit the [BCN HR Shared Services website](#).

- <https://www.unr.edu/bcn-nshe>

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## UNR EQUAL EMPLOYMENT OPPORTUNITY

The University of Nevada, Reno is committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, color, or religion. Where discrimination is found to have occurred, the University will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

- <https://www.unr.edu/administrative-manual/500-1999-fiscal-and-business-affairs/1900-equal-employment-opportunity-statement>

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## UNR CIVIL RIGHTS POLICY STATEMENT

University of Nevada Cooperative Extension is committed to the University's Affirmative Action Plan and the Equal Employment Opportunity Policy and all Civil Rights mandates from the United States Department of Agriculture (USDA). We support fair and equitable consideration and treatment in all aspects of employment and educational programs for all persons without regard to race, color, religion, sex, age, national origin, political or union affiliation, marital status, sexual orientation or disability.

Please read the full [Civil Rights Policy Statement](#) on the UNR website.

- <https://extension.unr.edu/publication.aspx?PubID=2472>

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## UNR POLICY AGAINST DISCRIMINATION AND SEXUAL HARASSMENT

This policy is largely based on federal and state anti-discrimination laws and is divided into four subsections. Except as otherwise provided, subsections A through C do not apply to “sexual harassment” under Title IX, the requirements and procedures of which are stated in subsection D.

Please read [all sections](#) on the UNR website.

- <https://www.unr.edu/equal-opportunity-title-ix/discrimination/policy>

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## UNR POLICY ON WORKING WITH MINORS AND THE PROTECTION OF CHILDREN

In situations where Master Gardeners are working with minors it is important to remember that minors are not allowed to work with any type of machinery and/or equipment under any condition per university [guidelines](#). Garden hand tools are okay to use with caution.

- <https://www.unr.edu/bcn-nshe/risk/volunteers>

The University of Nevada, Reno is committed to maintaining a supportive and safe educational environment, one that seeks to enhance the well-being of all members of the university community and that includes creating a secure environment for children who may participate in university programs or activities, or be present at university facilities or events. The university policies for the protection of children are intended for the protection of all children who participate in university programs or activities involving children or who are university students.

Please read the full

- <https://www.unr.edu/administrative-manual/7000-7999-miscellaneous/7002-policy-on-the-protection-of-children>

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## UNR SOCIAL MEDIA POLICY

Master Gardeners are encouraged to share about the Master Gardener program on personal pages, but not to post as a Master Gardener.

Please read more in the

- <https://www.unr.edu/administrative-manual/7000-7999-miscellaneous/7009-social-media-policy>

## APPENDICES

### A. VOLUNTEER POSITION DESCRIPTION



**EXTENSION**  
College of Agriculture,  
Biotechnology & Natural Resources



#### **MASTER GARDENER PROGRAM Volunteer Position Description**

**Title:** University of Nevada, Reno (UNR) Extension Master Gardener Volunteer

**Purpose:** To provide UNR Extension, educational programs on unbiased sustainable horticulture to the general public by using research-based and unbiased information.

#### **Brief description of the position:**

- Answers general public questions and inquiries about gardening, landscape maintenance, pest control, and related topics by telephone, email, social media; at clinics, demonstrations, workshops, or informal classes; or in other ways possible and practical
- Teaches classes, workshops, at various venues for any age
- Cooperates with and assists local Extension staff
- Assists in preparation of specific educational resources
- Keeps appropriate records of volunteer hours and contacts

#### **Requirements:**

- Must complete the training program for Master Gardener volunteers.
- Committed to provide a minimum of 35 volunteer hours (and additional county requirements) to Extension during the year that training is completed.
- Must be able to effectively communicate with the public by telephone, personal contact, group contact or in writing.
- Must demonstrate a commitment to diversity and to ensuring equal opportunity for those wishing to benefit from Extension programs and services.
- Should enjoy working with people.

**Supervision:** The local county coordinator will provide overall supervision and support.

B. WORKSHEET FOR SHORT-TERM PROJECT



**EXTENSION**  
College of Agriculture,  
Biotechnology & Natural Resources



## Extension Master Gardener Program Worksheet for Proposed Short-term Project

Date: \_\_\_\_\_

Name of Short-term Project: \_\_\_\_\_

Master Gardener Name(s): \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

The Mission Statement of the University of Nevada, Reno (UNR) Extension:

*"To discover, develop, disseminate, preserve, and use knowledge to strengthen the social, economic, and environmental well-being of people."*

Please describe how this activity will enhance the mission of UNR Extension and the Master Gardener program:

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What is the location of this activity? \_\_\_\_\_

What are the dates and times for the activity?

---

Will this project involve another agency or organization? **YES / NO**

If yes, name of agency/organization:

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Who is the supervisor or contact person from that agency/organization?

---

Does that agency/organization claim Master Gardener volunteer hours? **YES / NO**

How many Master Gardener volunteer(s) will be needed for this activity to be successful?

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How many hours of Master Gardener volunteer time will the activity require?

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Describe what the Master Gardener volunteer(s) will be doing:

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What is the estimated cost of this activity? \$\_\_\_\_\_

How will it be paid for?

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How will the activity be publicized?

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Person(s) responsible for publicizing activity: \_\_\_\_\_

Remarks:

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**Approved or denied by:**

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Local county coordinator

Date

Notes from local county coordinator:

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C. WORKSHEET FOR PROPOSED LONG-TERM PROJECT



**EXTENSION**  
College of Agriculture,  
Biotechnology & Natural Resources



# Extension Master Gardener Program Worksheet for Proposed Long-term Project

Date: \_\_\_\_\_  
Name of Long-term Project: \_\_\_\_\_  
Master Gardener Name(s): \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

The Mission Statement of the University of Nevada, Reno (UNR) Extension is:  
*"To discover, develop, disseminate, preserve, and use Knowledge to strengthen the social, economic, and environmental well-being of people."*

Please describe how this project will enhance the mission of UNR Extension and the Master Gardener program:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the problem that this project will solve?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are the project objectives?

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Is there a Master Gardener project that is currently performing similar tasks?

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Will this project involve another agency or organization? **YES / NO**

If yes, name of agency/organization:

---

Who is the supervisor or contact person from that agency/organization?

---

Does that agency/organization claim Master Gardener volunteer hours? **YES / NO**

Describe the steps the Master Gardener volunteer(s) will take to reach the stated objectives:

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How many Master Gardener volunteer(s) will be needed for this activity to be successful?

---

How many hours of Master Gardener volunteer time will the activity require?

---

Describe what the Master Gardener volunteer(s) will be doing:

---

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What is the estimated cost of this activity? \$ \_\_\_\_\_

How will it be paid for?

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What is the timeline for the first year of the project?

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What is the expected lifespan of this project?

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Who would you recommend to serve as Master Gardener volunteer chairperson for the first year? (if applicable)

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**Approved or denied by:**

\_\_\_\_\_  
Local county coordinator

\_\_\_\_\_  
Date

Notes from local county coordinator:

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D. MASTER GARDENER RECERTIFICATION APPLICATION



**EXTENSION**  
College of Agriculture,  
Biotechnology & Natural Resources



**MASTER GARDENER PROGRAM  
RECERTIFICATION APPLICATION**

For previously certified Master Gardener Volunteers in good standing who have had a break in volunteering longer than two years, but less than five years. If individuals have been inactive for more than five years, they must retake the Master Gardener training.

In order to reinstate a Certified Master Gardener, individuals will be welcomed back into the program as Master Gardener Intern and must complete the minimum commitment hours: 35 volunteer hours and 15 continuing education hours. Volunteer and continuing education hours are to be recorded online in the volunteer reporting system.

Upon completion of these requirements and approval of the local county coordinator, the former Master Gardener may be reinstated as a Certified Master Gardener.

An individual who had been asked to leave the Master Gardener program or any other volunteer program with the UNR Extension are ineligible to be reinstated into the Master Gardener program.

**Please Print Clearly**

Name (as you wish it to appear on MG badge):

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Program Requirements and Releases – Please initial each and sign**

\_\_\_\_ I agree to attend any classes/labs that the local county coordinator suggests for recertification and to arrive on time.

\_\_\_\_ I am able to volunteer on approved Master Gardener projects or activities.

\_\_\_\_ I agree to volunteer and record a minimum of 35 volunteer hours on approved Master Gardener projects and activities each year and 15 hours of continuing education.

\_\_\_\_ I agree to volunteer and record a minimum of 20 volunteer hours on approved Master Gardener projects and activities each year and 10 hours of continuing education to maintain active status in the program.

\_\_\_\_ I understand and agree that I am not to use the title of Certified Master Gardener until recertification is complete. The title belongs to the UNR Extension and may be used only when performing unpaid volunteer work on behalf of the Master Gardener program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED OR DENINED** by:

\_\_\_\_\_ Date: \_\_\_\_\_

## E. EVALUATION TEMPLATE



**EXTENSION**  
College of Agriculture,  
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# Extension Master Gardener Educational Program Evaluation

Demographics are used for reporting purposes only.

### 1. What is your gender?

---

Male

Prefer not to say

Female

Prefer to identify as:  
\_\_\_\_\_

Non-binary / third gender

### 2. Are you of Hispanic or Latino origin?

---

Hispanic or Latino

Prefer not to say

Not Hispanic or Latino

Other:  
\_\_\_\_\_

### 3. What is your race?

---

American Indian or Alaska Native

Native Hawaiian or Pacific  
Islander

Black or African American

White

Asian

Two or more

Prefer not to say

Other: \_\_\_\_\_

**4. What is your highest level of education you have achieved?**

---

Less than high school

4-year degree

High school graduate

Professional degree

Some college

Doctorate

2-year degree

**5. Knowledge of topic (Before and after)**

---

	Far below average	Moderately below average	Slightly below average	Average	Slightly above average	Moderately above average	Far above average
How much did you know about this topic <b>before</b> the class?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How much do you know about this topic <b>after</b> the class?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



**6. Interested in topic (Before and after)**

---

	None at all	A little	A moderate amount	A lot	A great deal
How interested were you in this topic <b>before</b> the class?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How interested are you in this topic <b>after</b> the class?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**7. I have learned a new horticulture related practice.**

---

- Strongly disagree
- Disagree
- Somewhat disagree
- Neither agree nor disagree
- Somewhat agree
- Agree
- Strongly agree

**8. Can you give us an example of what you learned?**

---

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**9. I gained a new skill I can use.**

---

- Strongly disagree
- Disagree
- Somewhat disagree
- Neither agree nor disagree
- Somewhat agree
- Agree
- Strongly agree

**10. Do you plan to use this information at home or throughout your community?**

---

- Definitely not
- Probably not
- Might or might not
- Probably yes
- Definitely yes

**11. Can you give us an example of how you plan to use this information at home or throughout your community?**

---



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**12. How satisfied were you in the program delivery and materials?**

	Extremely dissatisfied	Moderately dissatisfied	Slightly dissatisfied	Neither satisfied nor dissatisfied	Slightly satisfied	Moderately satisfied	Extremely satisfied
Coverage of program topic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visual materials (PowerPoint, handouts, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organization of materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explanation of materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lab demonstration (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**13. Overall, how would you rate this program**

---

- Far below average
- Moderately below average
- Slightly below average
- Average
- Slightly above average
- Moderately above average
- Far above average

**14. What did you like best about the program?**

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**15. Would you suggest any changes?**

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F. EMERTIUS MASTER GARDENER APPLICATION

**Emeritus  
Master  
Gardener**



**EXTENSION**  
College of Agriculture,  
Biotechnology & Natural Resources



**Application**

Requests are due by December 31st of each year. Those given Emeritus status will be announced in the February newsletter in the new year.

Name of Master Gardener applicant:

\_\_\_\_\_

Year certified: \_\_\_\_\_

Total active years: \_\_\_\_\_

Total Hours Reported: \_\_\_\_\_

Does the applicant meet the minimum requirements for Emeritus Status?

**YES / NO** - I have been an active Master Gardener in good standing for 10 years or more.

**YES / NO** - I have reported at least 1000 hours of volunteer service.

If marked "No" on any line, please relay any extenuating circumstances below:

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

Master Gardener Signature: \_\_\_\_\_

Approved by Local county coordinator:

\_\_\_\_\_

Date approved: \_\_\_\_\_

## G. CODE OF CONDUCT



**EXTENSION**  
College of Agriculture,  
Biotechnology & Natural Resources



### **Extension Master Gardener Code of Conduct**

#### **As University of Nevada, Reno (UNR) Extension Master Gardener volunteer, I will:**

- Represent UNR Extension and the Master Gardener program with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior.
- Follow through and complete accepted tasks.
- Conduct myself in a respectful manner, exhibit good sporting conduct and be a positive role model.
- Seek training for my volunteer role by participating in meetings, self-study or other training opportunities to help me work more effectively with appropriate audiences.
- Display respect and courtesy for Extension employees, other volunteers, program participants, visitors, clients and property.
- Provide a safe environment by not harming youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions. Any actions, such as conviction of child abuse or neglect, violent crimes, unethical behavior, substance abuse, verbal abuse, physical abuse, or other serious offenses will not be tolerated.
- Ensure that clients and workshop participants are not required to purchase materials, equipment, plants or services from any specific places of business.
- Comply with all applicable laws of the city, county, and state of residence and/or location of Master Gardener project or activity.
- Handle all concerns regarding the Master Gardener program management within the UNR Extension system structure. All issues should be handled at the local level whenever possible.
- Respect the privacy of persons served by the organization and hold in confidence sensitive, private and personal information. (Reports of child abuse or neglect will be handled as per Nevada law and Extension and University policy. See [Extension's Resources for Volunteers](#)<sup>i</sup> and the [University Policy on the Protection of Children](#)<sup>ii</sup>.)

- Keep Extension staff informed of progress, concerns and problems within the UNR Master Gardener program.
- Work cooperatively as a team member with Extension employees and other Extension volunteers.
- Respect and follow Extension policies, along with specific county policies and UNR Master Gardener expectations.
- Keep personal opinions and actions separate from those made as a representative of this organization.
- Avoid conduct, both on and off duty, that would jeopardize program effectiveness.
- Promote and support Extension in developing effective local, county, state and national programs.

**And, as UNR Extension volunteer, I will not:**

- Use vulgar or inappropriate language.
- Solicit gratuities, gifts or bequests for personal or professional benefit.
- Distribute, dispense, be in possession, or use illegal drugs, controlled substances, alcohol, or tobacco (including vaping and medical marijuana. See the [University Policy Possession and Use of Marijuana<sup>iii</sup>](#)).
- Discriminate (see the [University Policy Against Discrimination and Sexual Harassment<sup>iv</sup>](#)).

Volunteer's Printed Name: \_\_\_\_\_

Volunteer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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<sup>i</sup> <http://extension.unr.edu/volunteers.aspx>

<sup>ii</sup> <https://www.unr.edu/administrative-manual/7000-7999-miscellaneous/7002-policy-on-the-protection-of-children>

<sup>iii</sup> <https://www.unr.edu/administrative-manual/7000-7999-miscellaneous/7008-possession-and-use-of-marijuana>

<sup>iv</sup> <https://www.unr.edu/eotix/policy-against-discrimination-and-sexual-harassment>

The University of Nevada, Reno is committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether

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actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion. Where discrimination is found to have occurred, the University will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.