WHAT IS THE LAND GRANT UNIVERSITY (LGU) SYSTEM?

- A cornerstone of the American democratic experiment
- A network of public universities created to ensure that all citizens can receive a college education
- University of Maryland - College Park; 1862
- University of Maryland - Eastern Shore - Princess Anne; 1890
HISTORY OF EXTENSION IN THE UNITED STATES

- Established by congress in 1914
- Called Cooperative Extension nationally and University of Maryland Extension in Maryland
- Cooperative Extension is an educational network centered in 142 land grant universities and colleges
- The word Cooperative refers to the three funding entities: federal, state, and local
UNIVERSITY OF MARYLAND EXTENSION (UME)

- The College of Agriculture & Natural Resources is part of UM-College Park and UM-Eastern Shore
- Our college has three parts
  - Undergraduate and graduate instruction
  - Agricultural Experiment Station (AES)
  - University of Maryland Extension (UME)
- UME has offices in all 23 Maryland counties and Baltimore City and at 4 Research and Education Centers
Apples, Pumpkins and Stink Bugs... Oh my!

Extension Impact
A new Extension program, Well Water Education, helps Maryland residents ensure that their drinking water from wells meets water safety standards. The program started in Cecil County and has now expanded to Kent and Montgomery Counties. Participants learn about proper well maintenance guidelines and can have their water tested.

News
Our FSNE team kicks off the school year with ReFresh curriculum

Winners Announced for the 2013 Sportman’s Drawing

UMD Empowers Americans to Make Smart Choice about Health Insurance

151st Annual Great Frederick Fair Frederick County 4-Hers in the

Upcoming Events
Sep 7 to Nov 23
2013 Master Gardener Intern Program

Sep 30
Promotion & Tenure Vote

Sep 30
Cecil 4-H Leader and Volunteer Meeting

Oct 4
Western Maryland 4-H Camp Evaluation

Oct 4
DEADLINE: Cecil 4-H Senior Resume & Essay for 4-H Conference Consideration
UME Impact Areas

- Environment & Natural Resources
  - Integrated Pest Management
  - Sustainable Landscaping
  - Watershed Protection/Restoration
- Agriculture & Food Systems
  - Production ag/commercial horticulture
  - Integrated Pest Management
- Healthy Living
  - Nutrition education
  - Grow It Eat It
- Youth Development
HISTORY OF MASTER GARDENER PROGRAM

- First program in Seattle, Washington area in 1972
- Began in Maryland in 1978
- The Maryland Master Gardener Program has:
  - Twenty active county/city programs
  - Two prison programs
  - Over 1,800 active volunteers
MARYLAND MASTER GARDENER MISSION STATEMENT

- To support the University of Maryland Extension mission by educating residents about safe, effective and sustainable horticultural practices that build healthy gardens, landscapes, and communities.

extension.umd.edu/mg
STRUCTURE OF THE MD MG PROGRAM

✦ State Office
  – Jon Traunfeld, Extension Specialist and State MG Coordinator
  – Alicia Bembenek, Ph.D, Advanced Training Coordinator
  – Sara Tangren, Ph.D., MG Trainer in Native Plants & Sustainable Horticulture

✦ Local Programs
  – Most have a paid coordinator (supported by county funds)
  – Success depends on the enthusiastic involvement of volunteers
BENEFITS OF BEING AN MG VOLUNTEER

- Learn ecologically-sound gardening practices
- Be involved with environmental issues
- Develop leadership skills
- Opportunities for continuing education and Advanced Level Two training
- Access to University resources (e.g., people)
- Recognition and support for your efforts
- FUN!
WHAT DO MASTER GARDENERS DO?

DEVELOP AND RUN EDUCATIONAL PROGRAMS AND PROJECTS!
RESPONSIBILITIES OF BEING A MASTER GARDENER VOLUNTEER

- Educate the public using science-based information
- Provide documentation of volunteer time and advanced training
- Capture the impacts of MG programs
- Carry out programs in accordance with the MD MG Policies and Guidelines and Position Description
HOW TO BECOME A MASTER GARDENER VOLUNTEER

- Be at least 18 years of age
- Be accepted into the program
- Complete required volunteer policy training
- Successfully complete the MG Training Program (approximately 40 hours)
- Provide a minimum of 40 hours of service the first year
How to Remain an Active Master Gardener Volunteer

- Provide at least 20 hours of volunteer service each calendar year
- Complete at least 10 hours of continuing education
- Submit documentation (log) of volunteer and continuing education hours
- Have a current signed Volunteer Appointment Agreement on file with UME
UME Volunteer Policy Training
INTRODUCTION

University of Maryland Extension Volunteer Policy…

- Required of all UME Volunteers
- Provides authorization enabling volunteers to perform services on behalf of UME
- Provides liability protection
- Clarifies roles and expectations of volunteers and UME
- Does not create an employer/employee relationship
Individual Master Gardener File

- Position Description
- Application
- Screening
- Agreement
- Evaluation
- Re-Appointment

Quick and Easy!
The first and most important step!

- Position title
- Purpose of position
- Major duties
- Qualifications
- Location and tenure
- Training
- Supervision
APPOINTMENT AGREEMENT

- Similar to an employment contract
- Responsibilities accepted by volunteer
- Training and supervision provided by UME
- Conflict of interest statement
- Confidentiality statement
- Agreement renewal/termination
- No employer/employee relationship
UME strives for diversity in clientele and is committed to serving and representing all people.

UME reports gender, race, and ethnicity information to USDA

UME Affirmative Action Statement: “The University of Maryland Extension programs are open to any person and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, national origin, marital status, genetic information, political affiliation, and gender identity or expression.”
MARYLAND TORT CLAIMS ACT

Provides liability protection to employees and volunteers while they are “on the job”

- Immunity from suit for UME Volunteers
- Scope of duties (position description)
- Appointment & training procedures
- Gross negligence
- Intentional misconduct or malice
- Negligence, ordinary care & tort
- Invasion of privacy
- Legal representation
University of Maryland Policies

- The following policies apply to employees **AND** volunteers.
- Become familiar with the stated policies.

[http://www.president.umd.edu/policies/](http://www.president.umd.edu/policies/)
UNIVERSAL PRECAUTIONS

- Precautions used when:
  - Providing first aid
  - Handling blood or bodily fluids
- Use gloves, first aid and spill kits; wash hands
- “Envelope of Life” including health form

Intended to prevent transmission of contagious diseases.
SMOKING POLICY

- Federal & State guidelines
- Smoke-free environment
- Prohibited in indoor locations
- Prohibited outside within 15 feet of ...
  - building entrance
  - air intake duct
  - window
DRUG & ALCOHOL ABUSE

- Prohibited on University property & at UME sponsored activities
- Rules & Standards of Conduct
  - Capable of performing duties
  - Employees and volunteers are prohibited from:
    - Abusing alcohol or drugs
    - Committing controlled substances offenses
    - Committing alcohol driving offense
    - Working and volunteering under the influence
- Law Enforcement Agency Investigation
- Disciplinary Sanctions
CHILD PROTECTION & ABUSE

- Maryland Code:
  Report suspected abuse or neglect to …
  Local Department of Social Services
  Local Law Enforcement Agency
  Educators and volunteers must report within 48 hours
- Work in pairs; don’t be alone with a child
SEXUAL HARASSMENT

- Unwelcome sexual advances
- Unwelcome sexual requests
- Other unwelcome sexual behavior
- Informal complaint
- Formal complaint
AMERICANS WITH DISABILITIES ACT

- Accessibility issues
- Visual & hearing impairments
- Advanced notification
- Reasonable accommodations
SOURCES FOR IMPORTANT MG INFORMATION

Maryland MG Website:  [extension.umd.edu/mg](extension.umd.edu/mg)
Download a copy of the MD MG Program Policies and Guidelines

Home and Garden Information Center: [extension.umd.edu/hgic](extension.umd.edu/hgic)
(Click “Ask Maryland’s Gardening Experts” to ask gardening and pest questions)

Prepared by the Maryland 4-H Volunteer Curriculum Committee.
Adapted for the MD MG Program by Georgia Eacker, Jon Traunfeld, and Sharon Smith
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