

RUTGERS

New Jersey Agricultural
Experiment Station

Rutgers Cooperative Extension

Master Gardener Program

Policies & Procedures

This document supersedes any and all previous Rutgers Cooperative Extension
Master Gardener Policies



I. Introduction

The Rutgers Cooperative Extension (RCE) Master Gardener program is an educational volunteer training program offered in New Jersey through Rutgers Cooperative Research and Extension, NJ Agriculture Experiment Station, Rutgers, The State University of New Jersey. The program is designed to increase the availability and outreach initiatives of University-based horticultural and environmental stewardship information to local communities and individuals through trained adult volunteers known as Master Gardeners.

II. Program Objectives

- ◆ Expand the research and educational capacity of RCE in order to provide research-based home grounds information through a network of trained volunteers.
- ◆ Develop and enhance community programs related to horticulture and environmental stewardship. These programs are educational in nature and may involve environmental improvements, horticultural therapy projects, community and school gardening projects, or other programs as determined by local need.
- ◆ Develop leadership potential of Master Gardener volunteers through a volunteer network designed to assist Rutgers Cooperative Extension staff in managing local Master Gardener activities and programs.

III. What is a Rutgers Cooperative Extension Master Gardener?

A Master Gardener is an adult 18 and older who has a sincere desire to help others and a strong interest in home grounds, including gardening, horticulture, and the environment. He or she is a member of the local community interested in expanding his or her personal knowledge with a willingness and dedication to then serve as a volunteer for Rutgers Cooperative Extension. There are several steps available for interested participants to advance their knowledge and attain Certified Master Gardener status:

A. RCE Master Gardener Intern - a participant from the time he/she is admitted into and completes the Master Gardener Training program with an average score of at least 80% on all assessments, through the completion of a minimum of 60 hours of volunteer service. This internship is normally completed within 12-18 months of the end of the training. However, situations may arise where interns may take longer to complete their internship. If so, an agreement with the local RCE Master Gardener coordinator must be reached. Anyone who fails to complete the volunteer service requirement does not attain status as an Certified Master Gardener.

B. RCE Certified Master Gardener - a program graduate who is an active volunteer and has completed his or her initial volunteer service requirement, or a returning Master Gardener. To maintain Certified Master Gardener status requires a minimum of 25 hours of annual volunteer service and 10 hours of annual update education, and is valid for one year. Certified Master Gardeners are encouraged to mentor Master Gardener Interns for a successful training and volunteer experience.

C. RCE Certified Master Gardener Educator – a Certified Master Gardener who in addition to the above commitments, completes 10 hours of specialized training in a specific area of horticulture, environmental stewardship, youth education, leadership, or other RCE approved category, and annually volunteers an additional 10 hours of teaching service (above MG program requirements), and display proficiency in specialty area. Volunteer opportunities for Certified Master Gardener Educators would include teaching current Master Gardener trainee courses and providing distance education course materials, among other opportunities as deemed appropriate and proficient through the local Rutgers Cooperative Extension office. Certified Master Gardeners are encouraged to achieve this advanced level, though for various reasons it is understood that those certified as Educators may need to move between these levels of expertise and volunteerism.

D. Lifetime / Honorary RCE Master Gardener – Lifetime status as a Certified Master Gardener or Master Gardener Educator is attained after accumulating 1000 hours of volunteer effort. This status is valid within New Jersey, but out-of-state transfers are then subject to their new locale’s Master Gardener program requirements. RCE faculty or program coordinators may give honorary status to noteworthy municipal or county government officials, staff, or other county residents who display exemplary support for the success and expansion of the Master Gardener program.

E. RCE Master Gardener Alumnus - a former Certified Master Gardener or Master Gardener Educator who no longer maintains his/her annual active volunteer agreement, service and/or education update requirements. Return to active status after more than two years as a Master Gardener Alumnus may require additional training.

F. Inactive Status / Leave of Absence – a Master Gardener Intern who is temporarily unable to fulfill RCE requirements for health, family or other personal reasons. Participants may remain on leave of absence upon the approval of his or her local coordinator. Return to active status after more than two years leave of absence may require additional training.

IV. Training

All prospective program participants must first complete and submit an application to the local Rutgers Cooperative Extension office offering the program for admission into the training program. Upon review, applicants may be invited in for a short interview. Not all applicants may be accepted into the program. In the event there may be more applicants than space allows in the classroom or than the local office can logistically involve, prospective interns are encouraged to re-apply for future classes in their home county.

A. Application Procedures - Recruitment of interns will be based on an established need for local Master Gardener volunteer activities. County offices will develop and implement a plan to achieve full representation of the community. Rutgers University and USDA Equal Opportunity, Affirmative Action and program compliance policies must be followed. In-person interviews, references and application information will be used to determine a candidates potential to fulfill the requirements of the program. Applicants will receive an explanation of volunteer requirements and opportunities, particularly those that the individual will commit to for the internship and certification. If these opportunities are not suitable to the candidate (conflicts with schedule, no interest in offered service program areas, etc.), then

the candidate should be advised that without the volunteer component, they would not attain the Certified Master Gardener title. Those who agree to the complete RCE Master Gardener program and volunteer commitment have 2 months following the training portion to initiate their volunteer service component. Interns who fail to complete their RCE volunteer requirements within 18 months will not receive Certified Master Gardener status. In order to obtain this certification, interns would then have to start over and retake the complete RCE training and volunteer hour requirement. The RCE Master Gardener Volunteer Application form is provided in Appendix A.

B. Volunteer Training – The RCE Master Gardener training program consists of both a core curriculum and selected horticultural and environmental electives. To obtain Certified Master Gardener status, volunteers must complete the RCE Master Gardener Core Curriculum training that consists of a minimum of 60 hours of classroom and/or field instruction.

Core Curriculum

1. Rutgers Cooperative Extension and RCE Master Gardener Program Introduction
2. Botany
3. Plant Identification
4. Soils and Fertilizers
5. Basic Entomology
6. Plant Pathology
7. Integrated Pest Management
8. Tree and Small Fruits
9. Vegetable and Flower Gardening
10. Turf and Weed Management
11. Shade Trees and Woody Ornamentals
12. Conifers and Broadleaf Evergreens
13. Household and Structural Pests
14. Interior and Houseplants
15. Introduction to Horticultural Therapy
16. Composting
17. Principles of Pruning and Maintenance
18. Birds and Wildlife in The Landscape
19. Pesticide Safety and Use
20. Volunteerism - Successfully Serving the Public and RCE

To obtain Certified Master Gardener Educator status, volunteers must complete the RCE Certified Master Gardener Educator curriculum that consists of 10 additional hours of elective classroom and/or field instruction. These electives should be based on local outreach efforts and public environmental education needs. These may include in-depth training within the core curriculum, topics as directed by the supervising County Agent and/or State Program Coordinator, from the following list:

Elective Curriculum

1. Organic Gardening
2. Beneficial Insects
3. Landscape Design Principles
4. Xeriscaping
5. Urban and Community Forestry
6. Animal Damage Control
7. Working with Youth
8. Watershed Management
9. Advanced Topics in Horticultural Therapy
10. Advanced Interior and Houseplants
11. Perspectives in Regional Environmental Issues (Pinelands, Coastal Habitats, etc)
12. Public Health and The Environment (West Nile Virus, Lyme disease, etc)
13. Selected Topics in Horticulture (any other current / seasonal issues)

C. Attendance –Master Gardener Interns are expected to attend all training sessions. In the event a training session must be missed, it is the responsibility of the intern to complete a self-study of the presented information. This should be facilitated by the local program coordinator, and may include providing handouts, approved training videos, Internet education, or attendance at a similar class at a neighboring RCE Master Gardener training program, if space is available. Regional training agreements between programs should also be implemented to effectively reach Master Gardener Interns desiring these training sessions.

D. Exams and Assessments – A comprehensive open book final exam on all subject matter in the course will be given at the end of the training program. In addition, a mid-term exam and study guide reviews may also be given. Any exams and reviews will be submitted to the local coordinator or designated representative for grading. Mid-term exams and reviews should be returned to the individuals with corrected answers, with time scheduled to review

the questions and answers. Interns who achieve 80 percent or higher cumulative average at the end of the training will continue on to the internship / volunteer portion of the program.

E. Course costs – The supervising RCE County Agent and/or State Program Coordinator overseeing the RCE Master Gardener training will set course costs. A minimum registration of \$125 is based on a determination of cost recovery for local program delivery. Each participant would then receive a training manual, RCE factsheets and other publications, and a RCE Soil Testing Lab mailer. Additional participation in applicable classes within the RCE Master Gardener training for NJDEP licensed pesticide applicators may also be available at the discretion of the supervising RCE County Agent and/or County Master Gardener Program Coordinator.

F. Continuing Education – Certified Master Gardeners are only those who have completed their training and volunteer internship requirements. Certification is valid for one year, and is renewable by remaining active as a Certified Master Gardener volunteer. To maintain Certified Master Gardener status, you must file a signed volunteer agreement form, annually complete 10 hours of continuing education and a minimum of 25 hours of RCE approved volunteer service annually. As approved by the supervising County Agent and/or County Master Gardener Program Coordinator, continuing education opportunities may include:

1. In-depth core or elective curriculum presentations
2. RCE Master Gardener Spring Helpline Training Course
3. RCE Master Gardener Fall Conference educational presentations
4. County RCE sponsored continuing education sessions
5. RCE sponsored in-service training
6. Office of Continuing Professional Education short courses
7. Auditing or attending horticulture or environmental classes at the adult education or college-level, with the prior approved of the local Master Gardener coordinator.

V. Use of the RCE Master Gardener Title

The titles “Certified Master Gardener” and “Certified Master Gardener Educator” are to be used only and exclusively in the RCE Master Gardener program in which Certified Master Gardeners conduct educational programming and participate in environmental stewardship outreach projects. All Master Gardeners are expected to identify themselves as such only when doing approved RCE volunteer service. The RCE Master Gardener status is valid only when the volunteer has annually

maintained their Master Gardener certification. Certification as a Master Gardener or Master Gardener Educator is restrictive in that it is valid only when the individual is actively participating in a RCE sponsored or endorsed program for the coming year, and a signed current Master Gardener volunteer agreement is on file. The Certified Master Gardener and Master Gardener Educator designations become void when an individual ceases to maintain their annual re-certification status. Instead, he or she becomes a Master Gardener Alumnus, and should be aware that they cannot represent RCRE or present themselves as Certified Master Gardeners. To do so would violate their original volunteer agreement.

A. Volunteer Agreement – All Master Gardener volunteers must sign an official RCE Volunteer Agreement as part of their commitment to the program. A signed copy of the RCE Master Gardener Volunteer Agreement must be on file in their respective RCE office. Supplemental Agreement forms may be required for volunteer efforts involving youth or other specialized programming. The RCE Master Gardener Volunteer Agreement and Supplemental Agreement (Youth Programs) forms are provided in Appendix B, C, and D.

B. Conflicts of interest - A Master Gardener should not display credentials or give the appearance of being a Master Gardener at a place of business for the sole purpose of increasing sales or perceived endorsement. It is improper to imply that Rutgers University, The NJ Agricultural Experiment Station, or Rutgers Cooperative Extension endorses any product or place of business. Master Gardeners must not use their title in any form of commercial advertisement. The RCE Master Gardener program is a public service program established to provide unbiased research-based information. When Certified Master Gardeners make public presentations, it is permissible to accept honoraria offered when they are used solely to support the local Rutgers Cooperative Extension office or RCE Master Gardener program. However, it is inappropriate to deposit these funds outside the RCE Master Gardener program or seek pay for speaking engagements or other volunteer efforts conducted as a Master Gardener. Doing so will violate the original volunteer agreement and will void the current Master Gardener / Educator volunteer designation.

C. Identification / Marketing – Name badges indicative of the level of the Master Gardener participant / volunteer may be used. Temporary name badges are appropriate for Master Gardener Interns. All Certified Master Gardeners and Master Gardener Educators should use official name badges to identify themselves as representatives of RCE while conducting RCE approved educational programs. All promotional publications, newsletters, Web sites, etc.

must utilize and follow current Rutgers University Visual Identity protocols, including use of the Rutgers NJAES, and county logos, and indicia, and must conform to appropriate RCE regulations.

D. Apparel – Official Master Gardener name badges and apparel may be ordered through the MGANJ (i.e. award pins) or through the local county RCE office. RCE Master Gardener apparel must utilize the “RCE Master Gardener” logo whenever appropriate.

VI. Volunteering in the RCE Master Gardener Program

All Certified Master Gardeners, Educators, and Master Gardener Intern volunteers are required to discuss with their supervising County Agent and/or County Master Gardener Program Coordinator and have approval for all planned activities prior to conducting any program. This information is essential for appropriateness to the program and liability coverage. Generally, volunteer work is done in the local Rutgers Cooperative Extension office and community. Many projects may involve interaction with parks and recreation departments, nursing homes, schools, county or city or state agencies, and other civic organizations. When RCE Certified Master Gardener / Educator volunteer efforts focus on in-school programming or with youth grades K-13, it is essential that the Certified Master Gardener / Educator volunteer complete the current “*New Jersey 4-H Policy and Procedure for Staffing with Volunteers*” training. This training is available from local or neighboring county RCE 4-H faculty or staff, or through the statewide RCRE Master Gardener training program. After completing the 4-H training, the “*Supplemental Agreement for Working with Youth*” (Appendix C) must be signed and filed with the supervising County Agent and/or County Master Gardener Program Coordinator prior to the Certified Master Gardener / Educator volunteer initiating and participating in any school or youth-related activities.

A. Educational Efforts - Educational efforts are those activities or programs in which the Certified Master Gardener educates the public. This includes answering questions through The Rutgers Master Gardener Volunteer Helpline; presentations at demonstration sites; presentations at fairs and other public events; plant clinics; and educational presentations to identified audiences, such as garden clubs, school groups, homeowner associations, and faith-based groups. This also includes Certified Master Gardener Educators training of new volunteers, such as other Master Gardener interns, civic groups, or other identified groups of volunteers, to assist them in delivering a program. Work to construct or develop a site used for educational programming, such as a landscape demonstration garden, may qualify as educational efforts. Volunteer time in these educational efforts include the time spent

planning and teaching. For compliance with RCE regulations, presentations to private associations or non-public groups will require the completion and filing of all necessary non-discrimination forms. The supervising County Agent and/or County Master Gardener Program Coordinator must review all educational programming to determine whether the activity is considered appropriate and qualifies for volunteer efforts.

B. Administrative Efforts - Administrative volunteer efforts that may count towards volunteer time include working on a Master Gardener newsletter; communication efforts, such as telephone trees, creating or managing a program Web site or electronic database; and any other activities that are deemed necessary to maintain and expand the local RCE Master Gardener Program.

C. Non-educational Programming – Pending RCE approval, the design, installation and maintenance of public, demonstration, or educational gardens or areas so designated may meet program volunteer requirements. Bus trips, meetings, or other general program activities without the prior approval of the supervising County Agent and/or County Master Gardener Program Coordinator will not meet the volunteer requirements of the RCE Master Gardener program.

D. Attending seminars – Time when the Certified Master Gardener is in the audience as a recipient of information or training will count toward the annual continuing education requirement and not the volunteer time commitment.

E. Reporting volunteer activities – An annual record of all volunteer activities is required. It is essential to keep an up-to-date file of volunteer effort descriptions, contacts, letters, reports, newspaper clippings and pictures of events, exhibits and displays, etc. to be used in writing annual reports and impact statements. Individual RCE Master Gardener Volunteer Activity Reports should be kept current and are required of all current volunteers for each calendar year of volunteer activity. Annual RCE Master Gardener Program Summaries (number of current and past volunteers, program outreach categories, hours of service in each, clientele reached, hours of continuing education, outreach highlights, etc) must be submitted to the State RCE Master Gardener Coordinator by the end of February. A listing of all Master Gardener volunteers who have signed all necessary Volunteer Agreements and kept current with program requirements is needed to properly re-certify Master Gardener volunteers. Master Gardeners for whom Individual Master Gardener Activity Reports and

signed Volunteer Agreements are not received will be removed from the Certified Master Gardener rolls and placed on the Master Gardener Alumni list. A sample RCE Master Gardener Volunteer Activity Report is included in Appendix D and available on the web.

VII. RCE Master Gardener Transfers / Program Reciprocity

A. Within New Jersey –Certified Master Gardeners who have completed their training and internship anywhere in New Jersey, and have received a positive recommendation from their County Agent or local RCE Master Gardener Program Coordinator, will retain Certified Master Gardener status in the locale of their new residency. However, they may be required to take additional elective course work required of all local Master Gardener volunteers in the new locality. New Jersey boasts a diverse environment, and certain electives may be extremely important in northern New Jersey, while a different set may be valid or relevant along coastal regions. Master Gardener trainees or interns who have not completed the course or volunteer efforts prior to relocating within NJ will be required to complete any remaining core and necessary electives prior to completing the volunteer internship and becoming Certified Master Gardeners in their new locale.

B. Outside New Jersey – Certified Master Gardeners moving from out-of-state as well as returning Master Gardeners (i.e., someone who trained in New Jersey, moved away, and is returning to New Jersey) may be required to complete core and / or elective RCE Master Gardener training prior to volunteering in New Jersey, depending on their demonstrated knowledge and skills in this geographic area. Generally, Certified Master Gardeners from neighboring states, upon recommendation from their previous County Agent or local Master Gardener Program Coordinator, will be accepted without need for further training or demonstration of horticultural knowledge. For those Certified Master Gardeners or Master Gardener Alumni away from any program or volunteer efforts for 2 or more years, retraining is required. Records on current Master Gardener volunteers should be kept to assist those leaving New Jersey to continue their volunteer efforts in their new home state.

VIII. Volunteer Retention & Expectations

Certified Master Gardener volunteers may request or suggest new volunteer efforts that meet local needs and that adhere to current Rutgers Cooperative Extension program priorities. Similarly, supervising County Agents and/or County Master Gardener Program Coordinators may redirect volunteer efforts to match abilities or to address changing program needs. In the event of a conflict

regarding performance or assignment, Master Gardener volunteers are entitled to a performance review from their supervising County Agent and/or County Master Gardener Program Coordinator.

A. Grounds for dismissal from RCE Master Gardener program - In the event that an Certified Master Gardener volunteer continually demonstrates actions that are in conflict with the mission, purpose or objectives of Rutgers Cooperative Extension, they may be relieved of the title and privileges at the discretion of the supervising County Agent and / or County Master Gardener Program Coordinator with the approval of the State Program Coordinator. Examples of conflict include, but are not limited to, discrimination, harassment, and failure to comply with the terms of any signed Volunteer Agreement or RCE Master Gardener program policies. The supervising County Agent should consult with the State RCE Master Gardener Program Coordinator and the Agriculture and Resource Management Agents (ARMA) Department Chair or other appropriate Rutgers Cooperative Extension administrators any time there is a serious incident involving a volunteer.

B. Procedure for dismissal - The following steps will be followed in dismissing a volunteer. The County Agent and/or designated program coordinator or supervisor will:

1. Notify the volunteer in writing listing specific concerns and/or policy infractions in question. The notice should also include the immediate and/or possible outcomes including possible removal from the volunteer role.
2. Provide an opportunity for the volunteer to respond to this notice and provide any additional information pertinent to the situation.
3. Review the original complaint and any other information and, in consultation with the State RCE Master Gardener Program Coordinator and the ARMA Department Chair, decide on the action to be taken. The decision will then be conveyed to the volunteer in writing within ten (10) days.

IX. Recognition and Awards

A. RCE Certificates - Upon satisfactory completion of the training portion of RCE Master Gardener program, a certificate of completion may be awarded to the participant. After completion of the volunteer internship, the Master Gardener Intern becomes a Certified Master Gardener and is awarded the appropriate certificate by Rutgers Cooperative Extension. In succeeding years, Certified Master Gardeners who remain active by keeping their continuing education and volunteer service requirements current may receive a “Years

of Service” Award from RCE. Certified Master Gardener Educators will be recognized following completion of program requirements and annual volunteer service in a similar fashion.

B. County Program Awards - Local programs may develop their own awards in addition to those mentioned Section A. above.

C. State Awards - State level RCE Master Gardener awards are given annually. Awards are based on nominations submitted by supervising County Agents, local Master Gardener Program Coordinators, or fellow Master Gardener volunteers to the ARMA Department, RCE, and/or the Master Gardener Association of NJ, respectively.

X. The Master Gardener Association of New Jersey (MGANJ)

The purpose of MGANJ is to unite Master Gardener programs in a statewide advisory board that will advise and assist Rutgers Cooperative Extension in its basic mission to disseminate to the general public research-based information. It also provides a forum for developing activities in support of Certified Master Gardeners / Educators or current Master Gardener Interns. MGANJ consists of representatives from all current programs and designated RCE faculty and staff. The MGANJ goals include:

- ◆ To advise RCE on RCE Master Gardener issues of a statewide nature
- ◆ To enhance and supplement the basic RCE Master Gardener Program by assisting in developing, planning and organizing educational activities
- ◆ To assist county and local RCE Master Gardener programs by developing and exchanging information, communication, and resources throughout the state

XI. Program Compliance

Equal Opportunity Statement - It is the policy of Rutgers NJ Agricultural Experiment Station Cooperative Extension, Rutgers University and the USDA to ensure that all equal opportunity, civil rights and affirmative action rules, regulations, and orders are complied with in conducting the program outreach and participation in the RCE Master Gardener Program.

XII. Setting and Amending the Statewide RCE Master Gardener Policies

Rutgers NJ Agricultural Experiment Station Cooperative Extension has final authority in setting statewide RCE Master Gardener policies. In addition, supervising County Agents will implement these Policies and Procedures in their local programs, and have final authority over programmatic initiatives and activities at the county level. Recommendations for policy changes are welcome and encouraged, and are accepted from coordinating faculty and staff, current volunteers, and from local and statewide advisory groups.

Appendices

- A RCE Master Gardener Application**
- B RCE Master Gardener Annual Volunteer Agreement**
- C RCE Master Gardener Supplemental Working with Youth Agreement**
- D RCE Master Gardener Intern and Volunteer Activity Reports (suggested examples)**

Accepted, November 2003

Amended, April 2005

Amended, September 2007

Appendix A.

RUTGERS COOPERATIVE EXTENSION MASTER GARDENER APPLICATION

I wish to become a participant in the RCE Master Gardener training program and would like to be accepted for the next class. I understand that upon successful completion of the training, I must perform the required hours of volunteer service within the necessary timeframe to attain the title of Certified Master Gardener. I understand there is a cost to cover course and administrative expenses.

Signature: _____ Date of Application: _____

(Please print)

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____ COUNTY: _____

PHONE (H): _____ (W): _____

FAX: _____ E – MAIL: _____

Please complete the following:

1. Briefly describe your interest, experience and/or training in gardening / horticulture _____

2. Please describe your level of expertise in gardening & horticulture:

____ Beginner ____ Intermediate ____ Advanced ____ Expert

3. Why do you wish to become a RCE Master Gardener volunteer?

4. Do you belong to a garden club or environmental group? If so, which one (s)? _____

5. Please list past volunteer experiences, community, or civic activities and positions held.

6. Please list your occupation and any skills in non-horticultural areas (writing, computers, graphics, art or photography, etc.) that might be relevant to your volunteer activities:

7. Do you anticipate any circumstances that would keep you from attending class, fulfilling the minimum volunteer commitments or participating in other volunteer activities? Yes___ No___

If so, please describe here: _____

8. Please note that three (3) references will be requested at the application interview.

Please return this application to RCE office in your *county of residence (* denotes Master Gardener program):

*RCE of Atlantic County
6260 Old Harding Highway
Mays Landing, NJ 08330-1533

*RCE of Gloucester County
1200 N. Delsea Drive
Clayton, NJ 08312-1095

*RCE of Ocean County
1623 Whitesville Road
Toms River, NJ 08755-1199

*RCE of Bergen County
1 Bergen County Plaza, 4th Flr.
Hackensack, NJ 07601-7076

*RCE of Hudson County
114 Clifton Place, 3rd Floor
Jersey City, NJ 07304-3194

*RCE of Passaic County
1310 Rt. 23 North
Wayne, NJ 07470-5825

*RCE of Burlington County
49 Rancocas Road
Mount Holly, NJ 08060-1317

*RCE of Hunterdon County
PO Box 2900
Flemington, NJ 08822

RCE of Salem County
51 Cheney Rd., Ste. 1
Woodstown, NJ 08098-9982

*RCE of Camden County
152 Ohio Street
Clementon, NJ 08021-4184

*RCE of Mercer County
930 Spruce Street
Trenton, NJ 08648-4584

*RCE of Somerset County
310 Milltown Road
Bridgewater, NJ 08807-3587

*RCE of Cape May County
4 Moore Road
Cape May Court House, NJ 08210

*RCE of Middlesex County
42 Riva Drive
North Brunswick, NJ 08903

*RCE of Sussex County
129 Morris Turnpike
Newton, NJ 07860-9115

*RCE of Cumberland County
291 Morton Avenue
Millville, NJ 08332-9776

*RCE of Monmouth County
20 Court Street
Freehold, NJ 07728-1702

*RCE of Union County
300 North Avenue East
Westfield, NJ 07090-1499

*RCE of Essex County
162 Washington Street
Newark, NJ 07102-3098

*RCE of Morris County
PO Box 900, Court House
Morristown, NJ 07963-0900

RCE of Warren County
165 County Rd. 519 South
Belvidere, NJ 07823-1949

Appendix C.

Supplemental Agreement for Working with Youth

All Master Gardener Volunteers must complete the RCE Master Gardener Volunteer Appointment Agreement. Only those volunteers who are interested in teaching youth as one of their RCE Master Gardener projects should complete this supplemental agreement. All educational programs for youth that are conducted by RCE staff or its officially appointed volunteers, such as Master Gardeners, will be coordinated by the 4-H faculty or staff member responsible for school enrichment and outreach

Rutgers Cooperative Extension agrees to:

- Provide specialized training on how to work with youth and how to use and teach approved curricula.
- Provide experiential, grade-appropriate curriculum.
- An educational model that allows for meaningful and enjoyable youth programs.
- Promote approved curricula, such as Bark to Nuts, in the 4-H School Enrichment brochure and in other ways as appropriate.
- Coordinate and schedule Rutgers Cooperative Extension youth development programs.
- Provide program evaluation and program participation forms.
- Support and promote RCE volunteer efforts and opportunities, and offer additional training and programming as new curricula are made available.

As a Master Gardener, I agree to:

- Participate in and complete training based on the NJ 4-H Policy and Procedure for Staffing with Volunteers.
- Only curricula approved by RCE will be used.
- Coordinate my efforts in youth education with RCE and 4-H school enrichment programs.
- Be familiar with and follow all directives outlined in the NJ 4-H Policy and Procedure for Staffing with Youth to work directly with youth in a club or unsupervised setting.
- Evaluate programs and collect participation data when requested.
- Support and promote RCE 4-H Youth Development opportunities and inform youth of county, state, and national 4-H programs.

I agree to the above conditions, knowing that only approved school programs, scheduled through the 4-H School Enrichment Coordinator can be conducted as a RCE Master Gardener.

County Agent

Date

RCE Certified Master Gardener

Date

