

## ***Application – MASTER GARDENER Training – Fall 2021***

***\*\*Please complete the following documents:***

### **1. Registration**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_, TN Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### **2. Section 1 – TN Extension Volunteer Application Form (Sections A – E only)**

### **3. Section 2 – TN Extension Volunteer statement of Principles (read only)**

### **4. View TN Extension Online Orientation Module (link below)**

[https://agwebv01.ag.utk.edu/volunteers/story\\_html5.html](https://agwebv01.ag.utk.edu/volunteers/story_html5.html)

***\*\*Please sign and date below stating you have completed all 4 parts.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **NOTES:**

- **Application Deadline is September 15, 2021**
- **Each person must complete an Application**
- **Please hand-deliver / mail these documents with \$100 per individual, or \$125 per couple to:**  
Jeff Smith, UT Extension, 408 North Main Street, Springfield, TN 37172
- **Make checks payable to: UT Extension**

# SECTION 1 - TENNESSEE EXTENSION VOLUNTEER APPLICATION FORM

Level 1 volunteers should only complete Sections A - E. Level 2 and Level 3 volunteers should complete the entire form.

Tennessee Extension aims to provide a safe environment for all persons involved in Extension activities and events. This application is designed to be an information-gathering aid in order to successfully match the applicant's skills and interest with the appropriate service and needs of the organization. Answers given by the applicant may be verified. All applications will be filed in a secure location.

## A. GENERAL INFORMATION

\*Must present your Driver's License or a government issued photo ID with your application\*

Name \_\_\_\_\_

Last First Middle Name

Home Address \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Street, Route, Apt #

City, State Zip code County

Mailing Address (if different from above) \_\_\_\_\_

Email address: \_\_\_\_\_ How long have you resided in this county? \_\_\_\_\_

Telephone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Best time to call:  Morning  Afternoon  Evening

Have you previously volunteered with TN Extension?  Yes  No

If yes, county and last year volunteered? \_\_\_\_\_

## B. DEMOGRAPHIC INFORMATION

Gender:  Female  Male Ethnicity: (check one)  Not Hispanic/Latino  Hispanic/Latino

Race: (check one)  White  Black /African American  Native American Indian/ Alaskan Native  
 Asian  Native Hawaiian / Other Pacific Islander

Are you able to speak or write in a language other than English?  Yes  No

(Please list, including American Sign Language.) \_\_\_\_\_

## C. AVAILABILITY

What length of time are you willing to volunteer? Over what time period? (Check all that apply)

\_\_\_\_\_ Hrs. /week \_\_\_\_\_ Hrs. /month  1-3 months  3-6 months  6-12 months  Ongoing

When are you available to volunteer? (Check all that apply)

Day  Evening  Weekends  I'm flexible Specific times: \_\_\_\_\_

## D. AUDIENCE INTERESTS

I prefer to work directly with: (Check all that apply)

Youth  Adults  Senior Citizens  Clientele with disabilities  Other \_\_\_\_\_

If you work directly with youth, what age level(s) do you prefer? (Check all that apply)

Pre-school  K-3  Explorer (4<sup>th</sup> grade)  Junior (5<sup>th</sup> - 6<sup>th</sup>)  Jr. High (7<sup>th</sup>- 8<sup>th</sup>)

Senior:  Level I (9<sup>th</sup>-10<sup>th</sup>)  Level II (11<sup>th</sup> - 12<sup>th</sup>)

**E. ACTIVITY INTERESTS** - What are your volunteer activity interests? (Check all that apply)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Teaching/ demonstrations                         | <input type="checkbox"/> Writing/publishing/proofreading | *If you are interested in a specific program or topic area such as 4-H Youth Development, Agriculture, Natural Resources, and Community Economic Development, Master Gardener, or Family and Consumer Sciences, please see Section 3 - Program Area Information Forms. |
| <input type="checkbox"/> Photography                                      | <input type="checkbox"/> Web development                 |  |
| <input type="checkbox"/> Newsletter                                       | <input type="checkbox"/> Artworks, graphics              |  |
| <input type="checkbox"/> Displays/exhibits                                | <input type="checkbox"/> Marketing                       |  |
| <input type="checkbox"/> Organizing programs/events                       | <input type="checkbox"/> Research/data collection        |  |
| <input type="checkbox"/> Public Speaking                                  | <input type="checkbox"/> Typing/ Computer entry          |  |
| <input type="checkbox"/> Telephone/office work at county Extension office | <input type="checkbox"/> Fundraising                     |  |

*\*The following two sections should be completed by Level 2 and Level 3 volunteers only\**

**F. REFERENCES** - List three people, not related to you, who have knowledge of your qualifications and have known you for at least two years. Provide complete addresses and phone numbers.

1. \_\_\_\_\_

Name	Street Address	City/State/Zip	
Day Phone Number	Evening Phone Number	Email Address	Relationship

2. \_\_\_\_\_

Name	Street Address	City/State/Zip	
Day Phone Number	Evening Phone Number	Email Address	Relationship

3. \_\_\_\_\_

Name	Street Address	City/State/Zip	
Day Phone Number	Evening Phone Number	Email Address	Relationship

**G. BACKGROUND DISCLOSURE** - A “yes” answer does not automatically exclude an applicant from becoming a registered Extension Volunteer. If there are any changes in answers to the following questions, the volunteer should immediately contact the local Extension office and notify the change.

1. Have you ever had any criminal conviction related to:
  - a. A crime of violence?  Yes  No
  - b. Child abuse or neglect?  Yes  No
  - c. Sexual related offenses?  Yes  No
2. If yes, to any of the above questions, provide date(s), location(s), and complete name at the time(s).

I authorize contacting the references listed on this application. I understand the omission or misrepresentation of information requested may result in non-appointment or dismissal as an Extension volunteer. If appointed as a volunteer, I agree to abide by the policies of UT Extension, and the University of Tennessee, and Tennessee State University and to fulfill my volunteer responsibilities to the best of my abilities. I also understand that UT Extension, the University of Tennessee and/or Tennessee State University may contact other individuals as needed to verify my skills, background, and experience in working with Extension clientele.

I acknowledge that I have received and read the Tennessee Extension Volunteer Statement of Principles (all volunteers). I acknowledge that I have received and read the University of Tennessee Programs for Minors Safety Policy and Standards of Conduct for Covered Adults (Levels 2 & 3 volunteers).

I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

FOR OFFICE USE ONLY: Date application was received: \_\_\_\_\_

This applicant: (Pick one)  Met qualifications for an Extension volunteer position. Volunteer Level:  1  2  3

Did not meet qualifications for an Extension volunteer position.

## SECTION 2 - TENNESSEE EXTENSION VOLUNTEER STATEMENT OF PRINCIPLES

Community members and families place trust in Tennessee Extension to provide quality leadership and care for all program participants, youth and adults. The opportunity to work in the community is a privileged position of trust that should only be held by those who are willing to commit to uphold behavior that fulfills this trust. **The following statement of principles is provided for all volunteers.**

In addition, as a volunteer, if you are working with youth in any Extension program, activity and event, you have been identified as a “Covered Person” for the purposes of the University of Tennessee Safety Policy 575 – Program for Minors. The following information, which is not all-inclusive, illustrates some examples of specifically expected and prohibited conduct. Engaging in prohibited behavior will lead to disciplinary action, up to and including, termination, as either unsatisfactory work performance or work-related behavior, or gross misconduct, under university policy.

- 1. Ethical and responsible conduct:** In carrying out its educational, research, and public service missions, the university relies on the ethical and responsible conduct of all volunteers. Even the appearance of unethical or irresponsible conduct can be damaging to the public’s trust in the university. Volunteers are expected to conduct themselves fairly, honestly, in good faith, and in accordance with the highest ethical and professional standards, and to comply with applicable laws, regulations, contractual obligations, and university policies. (HR0580: 1)
- 2. Mandatory Reporting of Child Abuse and Child Sexual Abuse:** Covered Persons must comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse. (HR0580: 2b)
  - a. Tennessee laws mandate reporting by any person who has knowledge of physical or mental harm to a child if:
    - i. The nature of the harm reasonably indicates it was caused by brutality, abuse, or neglect; or
    - ii. On the basis of available information, the harm reasonably appears to have been caused by brutality, abuse or neglect.
  - b. Tennessee law also mandates reporting by any person who knows or has reasonable cause to suspect that a child has been sexually abused, regardless of whether it appears the child has sustained an injury as a result of the abuse.
  - c. A report of child abuse or child sexual abuse must be made immediately to one of the following authorities:
    - i. The Tennessee Department of Children’s Services (Call Central Intake Child Abuse Hotline at: (877-542-2873) or (877-237-0004).
    - ii. The sheriff of the county where the child resides.
    - iii. The chief law enforcement official of the city where the child resides.
    - iv. A judge having juvenile jurisdiction over the child.

University police departments are not included in the list of authorities. Reporting to university police, a supervisor, or any other university official or employee does not satisfy an individual’s duty to report child abuse or child sexual abuse to one of the authorities listed above.

- 3. Responsible Reporting of Suspected Violations and University Response:** Volunteers are expected to report any good-faith concern that compliance violations might have occurred, including, but not limited to, the following: violations of state or federal law or regulations; fraud in the operations of government programs; misappropriation of state or federal resources; acts that endanger the health or safety of the public or employees; and mismanagement of programs, funds, and/or abuses of authority. Volunteers are expected to report compliance concerns at the earliest possible opportunity by contacting their university contact, the next level of university contact, the appropriate campus/institute compliance officer, Office of Audit and Compliance (865-974-6611), or the Institutional Compliance office (865-974-4438). Volunteers wishing to remain anonymous should report their concerns to the State Comptroller’s Fraud Hotline (1-800-232-5454). Concerns will be referred to the appropriate university office for investigation. Volunteers are expected to cooperate fully in investigations.

- 4. Respect for Persons:** Covered Persons are expected to be committed to creating an environment that promotes learning, diversity, fair treatment, and respect for others. (HR0580, #3; TSU6.9)
- a. Disorderly conduct, including, but not limited to, using discriminatory, abusive, or threatening language; fighting, provoking a fight, or attempting bodily harm or injury to another employee or to any other individual or threatening physical action or injury on university property or during university activities; or other conduct that threatens or endangers the health, safety, or well-being of any person.
  - b. Violation of any university policy against harassment, discrimination, or retaliation.
  - c. Treat others in a courteous, respectful manner, demonstrating behaviors appropriate for a positive role model for youth.
  - d. Comply with equal opportunity and anti-discrimination policy. Make all reasonable efforts to assure Extension programs, activities and events are accessible to youth and adults without regard to race, color, national origin, gender, religion, age, sexual orientation or disability.
  - e. Do not require Extension program participants to purchase materials, supplies, equipment, animals or services from any specific vendor.
  - f. Teach youth/adults to provide appropriate animal care and treat animals humanely.
  - g. Recognize that physical punishment is not an appropriate form of discipline for youth and will not be allowed.
- 5. Respect for Property:** Obey the laws of the locality, state and nation. This means no one will:
- a. Neglect or damage university property.
  - b. Steal or engage in dishonest behavior.
  - c. Tamper with or wantonly destroy university data, records, or other information; gain unauthorized access to such information; disclose confidential information; or otherwise misuse university data or information.
  - d. Engage in unauthorized use of university vehicles, mail services, identification and credit cards, telephones, computers, computer equipment, or other university equipment or materials. Computers and computer accounts are provided to employees to assist them in the performance of their jobs. Employees do not have a right to privacy in anything they create, send, or receive on a university computer. The university has the right to monitor, for business reasons, any and all aspects of any university computer system, including employee e-mail.
  - e. Solicit, collect money, or circulate petitions on university property at any time without permission of the chief business officer or designee.
- 6. Standards of Safety**
- a. Possession of firearms, explosives, or other dangerous materials on university property or during university programs, activities or events, is prohibited unless the covered person is authorized either by university policy or law to carry firearms, explosives, and other dangerous materials and it is also necessary to do so in the course of employment (police officer, R.O.T.C. personnel, etc.)
  - b. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances is prohibited. As are in addition, abuse of prescription drugs while on duty; use of alcohol in a university vehicle on or off university property; possession or use of alcohol while on duty (except at university-sponsored events and other events a Covered Person is expected to attend as part of his or her duties); or attend an Extension program activity or event (reporting to work) under the influence of illegal drugs or alcohol or while unlawfully using controlled substances.
  - c. Refusal to obey security officials, Emergency Management personnel, or other proper authorities in emergencies.
  - d. Failure to comply with safety rules, regulations, or common safety practices.
  - e. Failure to report an accident involving on-the-job injury or damage to university property.
  - f. Smoking in violation of university policy.

## **7. Compliance with Laws and University Policies**

- a. Behavior or conduct unacceptable to the university or the community at large.
- b. Any violation of any law in the performance of duties or that affects the ability to perform duties satisfactorily.
- c. Failure to comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse.
- d. Failure to comply with laws regarding mandatory reporting requirements applicable to health care professionals' interactions with patients while acting within the scope of university employment.
- e. Gamble on university property or during UT Extension and Tennessee State University programs, activities or events.
- f. Flagrant violation or failure to observe traffic or parking regulations.

## **8. Work Performance**

- a. Failure to wear proper identification (name tag) in the prescribed manner as may be required by UT Extension, the University of Tennessee, and Tennessee State University.
- b. Failure or refusal to maintain or obtain required licensure, certification, or registration.
- c. The volunteer understands that he/she has no actual authority to bind or represent the university with regard to any third parties. The volunteer agrees to avoid giving the impression of having apparent authority to bind or represent the university with regard to third parties. Accordingly, the volunteer may not sign or enter into any agreement or contracts on behalf of the university.

References: University of Tennessee **HR0580 – Code of Conduct**; University of Tennessee **SA0575 – Programs for Minors**; University of Tennessee, Knoxville Campus.