

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Golden Prairie Extension District  
EXTENSION MASTER GARDENER VOLUNTEER PROGRAM APPLICATION  
K-State Research and Extension

**Who we are:** The Golden Prairie District Extension Master Gardener program is an educational volunteer program supported by K-State Research and Extension, cooperating with Kansas State University and the United States Department of Agriculture. The program promotes accurate, up-to-date and research-based horticultural information to Kansans in their local communities.

**Guidelines for Extension Master Gardener (EMG) Program Participation:**

**Program Eligibility**

- Be a Trego, Gove, or Logan County resident
- Have a high school diploma or equivalent
- Possess a passion for gardening
- Have a desire to improve your community
- Have a willingness to learn more about horticulture
- Have an interest in joining a worthy and fun organization
- Have time to volunteer locally
- Enjoy sharing knowledge and skills with others

**Program Commitment**

- Complete the EMG Basic Training Course, scheduled Thursdays from 1-4pm CT via Zoom in September through December.
- Complete the 15 hours of volunteer work with Extension Agent-approved projects within one year following EMG Basic Training Course completion.
- Continuation as an EMG in good standing requires completion of 5 hours of Advanced EMG Training, and a minimum of 15 volunteer hours annually.

Note: Most EMG activities occur during weekday mornings, during the months of April through October. There are limited opportunities for afternoon, evening and weekend volunteering.

In signing this document, I have read and agree to the Program Eligibility and Program Commitment requirements above.

Name (Please Print) \_\_\_\_\_

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

### **Agreement & Code of Conduct**

#### **While volunteering as a Golden Prairie District Extension Master Gardener (EMG):**

1. I will work within the Extension Master Gardener Program. As an EMG volunteer, I am accountable to the local staff, the local Extension unit, K-State Research and Extension, and Kansas State University for my actions.
2. I will work as a "team player" for the good of the EMG program. I will work cooperatively with clients, other volunteers, and Extension staff. I will treat them with respect.
3. I will not endorse products or services in my role as an EMG.
4. I will not participate in the EMG program for personal financial gain.
5. I will communicate gardening advice based on research-based information from K-State or other Extension approved sources, including use of pesticides or other chemicals.
6. I will complete the required volunteer and training hours on an annual basis to maintain active status.
7. I will participate in meetings, self-study, or other training programs that will help me work more effectively with young people and adults.

#### **Code of Conduct**

1. I will honor my volunteer commitment.
2. I will follow established guidelines for keeping financial records and handling EMG funds.
3. I will make all reasonable efforts to assure equal access to participation for all youth and adults. Kansas State University is an equal opportunity provider and employer, committed to non-discrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other non-merit reason.
4. I will provide a safe environment for all. I will not harm youth or adults in any way, whether through sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful experiences.
5. I will not use alcohol or any illegal substances (or be under its influences) while working with or being responsible for youth, while on the Extension grounds, or while representing the EMG program to the general public. I will not allow youth to do so while under my supervision.

6. I will operate machinery, vehicles, and other equipment in a safe and responsible manner. When operating a motor vehicle, I will have a valid driver's license and the legally required insurance coverage.
7. I will role model the character traits of trustworthiness, respect, responsibility, fairness, caring and citizenship.
8. I will use technology and social media in safe and appropriate ways for the enhancement and promotion of the EMG program.
9. I will obey the laws of the locality, state, and nation and comply with the policies, rules, and regulations of K-State Research and Extension, Golden Prairie District Extension Council, and the EMG program.

In signing this document, I apply to be an EMG with the local Extension Unit and the Kansas Extension Master Gardener program.

- I have read and agree to abide by the Volunteer Agreement and Code of Conduct above. I agree to comply with the policies, rules, and regulations of the Extension Master Gardener program and local Extension Unit.
- As an EMG volunteer, I will serve at the request of K-State Research and Extension – Golden Prairie District and may be removed from service at its discretion. I may resign my volunteer role at any time at my discretion.

Name (Please Print) \_\_\_\_\_

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

### **Personal Information**

Name (Please Print) \_\_\_\_\_

County \_\_\_\_\_ Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Email \_\_\_\_\_ [Note: EMG communication occurs by email](#)

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

## Emergency Contact

Name \_\_\_\_\_ Emergency Phone \_\_\_\_\_

Relationship to you \_\_\_\_\_

## Kansas State University Agriculture Experiment Station and Cooperative Extension Service

K-State Research and Extension is committed to making its services, activities, and programs accessible to all participants. If you have special requirements due to a physical, vision, or hearing disability, please contact Golden Prairie District Extension at (785) 743-6361. K-State Research and Extension is an equal opportunity provider and employer.

### Mail Completed Application to:

Golden Prairie Extension District - K-State Research and Extension  
Attention: Ryan Engel  
216 Main Street  
WaKeeney, KS 67672

**Or Email to:** Ryan Engel – [rpengel@ksu.edu](mailto:rpengel@ksu.edu)

We appreciate your interest in the Golden Prairie District Extension Master Gardener Program and the effort you have put into your application. We will notify you of the outcome once the review process is complete. Thank you for your patience.

If accepted, there is a participation fee of \$105 to cover the cost of training materials and other EMG expenses.

For questions, please contact Ryan Engel at the WaKeeney office – (785) 743-6361