



Memorandum of Agreement & Multimedia Authorization

The purpose of the Cooperative Extension Master Gardener Program is to train volunteers to provide research-based horticultural information to the gardening public that will promote knowledgeable, effective, and safe horticultural, gardening, and landscaping practices.

The intent of the agreement is to assure University of Arizona Cooperative Extension Master Gardeners of our deep appreciation of your services and to indicate our commitment to do the very best we can to make your volunteer experience a productive and rewarding one.

In the capacity of a Cooperative Extension Master Gardener, I understand and agree to:

- disseminate University of Arizona horticultural information to all who request it, without regard to sex, race, religion, color, national origin, age, Vietnam Era Veteran's status, or disability.
- only provide horticultural information endorsed and sanctioned by University of Arizona Cooperative Extension.
- comply with training, documentation, certification, and recertification requirements, as delineated in the Cooperative Extension Master Gardener Program Policy (currently a minimum of 25 hours of approved volunteer service and 12 hours of approved continuing education per fiscal year).
- provide my own transportation and pay my own expenses incurred as part of official volunteer activities (expenses may be tax deductible with proper documentation).
- refrain from using alcohol or drugs while participating in volunteer activities, volunteering while intoxicated, or possessing any weapons during volunteer activities.
- cooperate with and support staff members to jointly further our mission and the objectives of the Master Gardener Program.
- cultivate and uphold a trustful relationship with staff and volunteers, and consistently exhibit a professional manner to staff, volunteers, and the public.
- use the title of Cooperative Extension Master Gardener as it is intended: to signify a highly trained individual actively volunteering with the Master Gardener program.
- my status as a Cooperative Extension Master Gardener is a privilege, not a right, and is subject to the complete discretion of the University of Arizona Cooperative Extension.
- the Arizona Board of Regents retaining the copyright to all materials or intellectual property I may produce in my capacity as a Cooperative Extension Master Gardener.
- abide by the spirit of the above rules in order to maintain my status as a certified Master Gardener.



Additionally I understand that:

- all individuals who are interested in volunteering with the University of Arizona Cooperative Extension and working with a member of a vulnerable population (minors, elderly over age 65, or individuals with disabilities) or will have significant financial responsibilities must complete the required UA volunteer certification process. The process will include submission of a fingerprint card for a criminal background check.
- while volunteering is an honor and privilege, volunteering with Arizona Cooperative Extension provides you with unique University of Arizona benefits—a University of Arizona email address, access to employee discounts such as discounted campus rec membership, access to UACBT – computer based training courses, and eligibility for a CatCard (\$25). Beginning in 2013 all volunteers will be entered into the University Designated Campus Colleague (DCC) System to receive these benefits and be officially recognized. DCC’s are not employees of the University but are expected to follow all Arizona Board of Regents and University rules and policies regarding conduct.
- as members of the University community (faculty, staff, students and volunteers), we all share in the responsibility of building a climate free of harassment and discrimination. To ensure our commitment to harassment prevention everyone, including all volunteers, is required to complete an online harassment prevention program.

I further understand that the University of Arizona Cooperative Extension will:

- disseminate University of Arizona horticultural information to all who request it, without regard to sex, race, religion, color, national origin, age, Vietnam Era Veteran's status, or disability.
- provide equipment, training, supervision and direction to volunteers.
- communicate expectations and responsibilities of the program to the volunteers.
- uphold and cultivate a trustful relationship between staff and volunteers.

I have read and understand this memorandum of agreement and the Cooperative Extension Master Gardener Program Policy. I agree to abide by the conditions of this memorandum until it is revoked or revised.

Name (please print)

Signature

Date

Please retain a copy of this agreement and the Cooperative Extension Master Gardener Program Policy for future reference.

MULTIMEDIA RELEASE AUTHORIZATION FORM

I grant permission to The Arizona Board of Regents, on behalf of The University of Arizona and its agents or employees, to tape, video and/or photograph me and record my voice and conversation including quotes, paraphrases, sounds, and any performance or participation in the event or project on the date and location listed below. I also understand and agree that there will be no residual or any other type of payment, royalty or fee due in connection with such tapes, videos, podcasts, photographs and recordings. For purposes of clarity, I expressly waive any and all moral rights I may have in connection with my appearance.

I agree that The Arizona Board of Regents shall be the exclusive owner of all copyright and other rights in and to such taping, videos, photography and recording and will be able to use them forever and throughout the universe, and to license others to use them, in any manner and in any and all media now known or hereafter discovered or developed along with any incidental uses in connection with the merchandising and promotion of The University of Arizona and its departments, and related products.

I further agree that The Arizona Board of Regents may license others to use the tapes, videos, podcasts, photographs and recordings or any excerpts thereof, including my name, image, voice, likeness and any related or derivative versions of this content (including translation, foreign rights, serialization, syndication, photocopying, abridgement, adaptation, reprint, dramatization, and electronic recording and reproduction of any sort) in all media throughout the universe for any purpose.

I hereby agree to release, defend, and hold harmless the Arizona Board of Regents, on behalf of The University of Arizona and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to libel, false light, invasion of privacy, rights of publicity, any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am 18 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release.

Cooperative Extension Master Gardener Program Events and Activities

Event or Project Name Date

Name (please print)

Signature

Date

E-mail

Telephone Number

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Jeffrey C. Silvertooth, Associate Dean & Director, Economic Development & Extension, Cooperative Extension, College of Agriculture Life Sciences, The University of Arizona.

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