



## Illinois Master Naturalist Annual Volunteer Agreement Trainee/Intern

*The intent of the agreement is to assure University of Illinois Extension Master Naturalist volunteers 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.*

*The purpose of the University of Illinois Extension Master Naturalist program is to provide science-based educational opportunities that connect people with nature and help them become engaged environmental stewards. We encourage individuals to experience nature, develop knowledge of and respect for the environment, and practice natural resource stewardship.*

In the capacity as an Illinois Master Naturalist trainee/intern, I understand and agree to:

- successfully complete all Master Naturalist core course training units.
- as an intern, accomplish 40 hours of approved volunteer service within 1 year of completing training.
- comply with training, documentation, and certification requirements of the Master Naturalist program.
- as a certified Master Naturalist accomplish 30 hours volunteer hours and 10 hours of approved continuing education annually.
- work with Illinois Master Naturalist sponsors and partners to implement a Master Naturalist program of excellence in the community.
- disseminate non-biased research based natural resource information to all who request it, without regard to race, color, religion, sex, age, national origin, disability or sexual orientation.
- consistently exhibit a professional manner to staff, other volunteers and the public.
- use the title of Illinois Master Naturalist volunteer **only** when doing unpaid public service work through sponsored or approved programs. The title is not to be used to advertise names or places of business, nor to associate the Master Naturalist name with commercial products or give implied endorsements of any product or place of business.
- respect and abide by any policies or regulations of Illinois Master Naturalist program sponsors and partners when engaged in programs at their facilities and natural areas.
- follow state and federal laws and regulations as well as the fiscal policies and guidelines of the Illinois Master Naturalist program sponsors and partners.
- abide by the Illinois Department of Agriculture licensing requirements for the application of pesticides when acting as a Master Naturalist volunteer.
- recognize that verbal or physical abuse, failure to comply with equal opportunity and anti-discrimination laws, or committing criminal acts may be grounds for termination as Master Naturalist volunteer.
- refrain from using or possessing weapons, alcohol, or illegal substances while participating in volunteer activities. Failure to do so may result in termination as a Master Naturalist.
- provide my own transportation and pay my own expenses incurred as part of official volunteer activities. [Expenses may be tax deductible with proper documentation. Actual out-of-pocket expenses for supplies and materials provided by volunteers may be recovered through program or class fees charged to participants upon prior approval of program sponsor].
- give permission to disclose my identity and to reproduce and distribute videos, audios and photographs of me taken at approved Master Naturalist programs.

University of Illinois Extension and Illinois Master Naturalist sponsors and partners are expected to:

- disseminate research based natural resource information to all who request it, without regard to race, color, religion, sex, age, national origin, disability or sexual orientation.
- treat Master Naturalist volunteers with respect.
- provide appropriate equipment, training, supervision, and direction to volunteers.
- communicate expectations and responsibilities of the program to volunteers.
- uphold and cultivate a trustful relationship between staff and volunteers.
- provide continuing education opportunities.
- strive to provide volunteer opportunities that are fulfilling and rewarding.
- strive to always show appreciation and recognition to volunteers for their service.
- foster opportunities for communication among Master Naturalists and their sponsors and partners.
- provide access to appropriate resource people and materials.
- provide a safe working environment while working with program sponsors and partners.
- match volunteer skills and interests with volunteer opportunities within the local Extension Unit.

I have read and understand this volunteer agreement. I further agree to abide by the conditions and behavioral expectations of this document. I understand that my failure to comply with these expectations may result in my termination as a University of Illinois Extension Master Naturalist volunteer.

Master Naturalist Participant:

\_\_\_\_\_  
*Name (Please print)*

\_\_\_\_\_  
*e-mail address*

\_\_\_\_\_  
*Current Mailing Address (Street, City, State, Zip)*

\_\_\_\_\_  
*Home Telephone/ Cell Phone*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

University of Illinois Extension and/or Illinois Master Naturalist Representative:

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

This University of Illinois Extension Trainee/Intern Agreement will be on file in the University of Illinois Extension Unit office.  
University of Illinois at Urbana-Champaign, College of Agricultural, Consumer and Environmental Sciences  
United States Department of Agriculture ♦ Local Extension Councils Cooperating  
University of Illinois Extension provides equal opportunities in programs and employment.

**Revised June 12, 2008 – based on Master Gardener Annual Volunteer Agreement revised November 17, 2003**  
Volunteer hours requirement adapted for Cook County December 11, 2008