



# SDSU Extension Master Gardener Program

## Policy Guide

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**SOUTH DAKOTA STATE  
UNIVERSITY EXTENSION**

Department of **Agronomy, Horticulture and Plant Science**  
College of **Agriculture, Food and Environmental Sciences**

# SDSU Extension Master Gardener Program Policy Guidebook



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## Welcome

South Dakota State University (SDSU) is grateful for its many volunteers that help to expand outreach and education efforts across the state. The intention of this guide is to provide SDSU Extension Master Gardeners and prospective SDSU Extension Master Gardeners, with information on: Applying to become a Master Gardener, maintaining Master Gardener certification, how to categorize and report service hours, understanding the various levels of volunteer service, and much more.

Every SDSU Extension Master Gardener must follow the policies set forth in this guide as well as all volunteerism policies established by SDSU Extension. SDSU Extension administrative staff intend to protect both programs and volunteers by endorsing the policies that govern them.

## Purpose

The purpose of the SDSU Extension Master Gardener program is to provide current, research-based, consumer horticulture information and education to the citizens of South Dakota through Master Gardener projects and services.

SDSU Extension provides participants with training in horticulture and environmental topics of special value to home gardeners. In exchange for their training, SDSU Extension Master Gardeners share their time

and knowledge within their communities. Through the leadership, instruction and hands-on assistance provided by Master Gardeners, the broad resources of South Dakota State University are extended to benefit South Dakotans at the local level and enhance the quality of life in South Dakota communities.

## SDSU Extension Master Gardener Program Contacts

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## Training

Annually, SDSU Extension hosts a Master Gardener Basic Training course that is approximately 30-50 hours of class time in total. The SDSU Extension Master Gardener Basic Training will cover a broad spectrum of horticultural topics including plant and soil science; disease, insect, and weed identification; culture of horticultural plants; and more.

Quizzes and homework may be assigned. At the end of the basic training, participants must pass a final examination administered by SDSU Extension Master Gardener Program staff. Those who score below

80% may take the exam a second time if the Master Gardener Coordinator approves. If the participant scores below 80% the second time, the participant may enroll in a future SDSU Extension Master Gardener Basic Training course. Upon completing the course and passing the test, Master Gardener Trainees will be considered Master Gardener Interns until such time as their initial service requirement is met.

There is a non-volunteer training option available to program applicants. This option is available at a higher fee, but does not require any “pay-back” volunteer-time. It provides participants with the same horticulture knowledge and materials as is provided to the other participants but does not allow for the use of the title “Master Gardener” or “SDSU Extension Master Gardener” as that is reserved for program volunteers that annually maintain certification through service and continuing education.

### Application and Volunteer Agreement

In order to be accepted into the Master Gardener Program as a Master Gardener Volunteer trainee, an application must be submitted. Acceptance into the program is not guaranteed. All potential SDSU Extension Master Gardener volunteers will be required to read and agree to all SDSU Extension policies and procedures relevant to their work with the agency.

Information on volunteer policies and the SDSU Extension Master Gardener application process can be found at [extension.sdstate.edu](http://extension.sdstate.edu).

### Fees and Materials

Program applicants are charged a fee that covers the cost of the supplies, literature and administration of the training. Course fees will be posted annually at [extension.sdstate.edu](http://extension.sdstate.edu). Participants receive a hard-copy curriculum manual and downloadable resources online.

### Certification

#### Becoming a SDSU Extension Master Gardener

To become a certified SDSU Extension Master Gardener, one must apply to the program, be accepted to the program, pay program fees, participate in all of the program coursework, pass open-book test at a minimum of 80%, complete 40 hours of service in the first year, complete all SDSU Extension volunteer paperwork, adhere to policies, and log into and report hours in the online volunteer reporting system.

#### Maintaining Certification

In order to maintain SDSU Extension Master Gardener status, and in order to use the SDSU Extension Master Gardener Title, one must continue to follow all SDSU Extension Volunteer policies, AND meet the minimum annual service and continuing education requirements.

**Table 1 – Steps to SDSU Extension Master Gardener Certification**

<b>Master Gardener Trainee</b>	<b>Master Gardener Intern</b>	<b>Master Gardener</b>	<b>Maintaining Master Gardener Status Annually</b>
Enrolled in Course	Completed course, working on 40-hour service requirement	Completed course requirements AND completed initial 40-hour service requirement within one year of course end-date	Annually meets the minimum program service and continuing education requirements and adheres to SDSU Extension policies.

**Table 2**

	<b>National Standard</b>	<b>SDSU Standard</b>
<b>Education</b>	Requires a measurement of volunteer competency following completion of state training program	Complete course, pass test at 80%
<b>Service</b>	40 hours initial training year, 20 hours annually thereafter	40 hours within 12 months of completing training 20 hours annually thereafter to maintain Master Gardener Title
<b>Continuing Ed</b>	10 hours minimum annually	10 hours minimum annually (Continuing education not required during first year of service as intern.)

## Annual Volunteer Requirements

Once an individual has completed the necessary requirements and is a certified SDSU Extension Master Gardener, that does not mean he or she is a Master Gardener for life. SDSU Extension Master Gardeners must satisfy specific requirements each year to maintain the SDSU Extension Master Gardener title and remain eligible to volunteer and participate in Master Gardener activities and events.

### To remain active each year, an SDSU Extension Master Gardener must:

1. Volunteer for a minimum of 20 hours each year and report that activity to the Master Gardener Program staff using the online Volunteer Reporting System (VRS).
2. Complete and report a minimum of 10 hours of continuing education using VRS.
3. Submit any forms required for annual renewal as a volunteer with SDSU Extension, according to SDSU Extension policy.
4. Consent to any screenings required per SDSU Extension volunteer policies.

As noted above, SDSU Extension Master Gardener Interns must complete an initial obligation of 40 hours of volunteer service. If they have not done so within one year, the intern will be billed the difference between the volunteer service training fee they paid and the cost of the non-volunteer service training fee.

Trainees may accrue up to five service hours while still engaged in Master Gardener training if they are compliant with all SDSU Extension volunteer policies prior to initiating service which includes, but is not necessarily limited to, completing the volunteer work agreement. No further service hours may be accumulated until after the trainee has completed the course and successfully passed the test. This is to protect the integrity and consistency of information shared with the public. However, allowing for some service time during training will help connect trainees with currently active Master Gardeners. Trainees wishing to accrue up to five service hours while still engaged in Master Gardener training may do so only with the assistance of a currently active SDSU Extension Master Gardener mentor.

Master Gardener Interns are encouraged to become involved with a Master Gardener club in South Dakota

to assist them in beginning to accumulate volunteer hours. In some cases those groups will assign a current SDSU Extension Master Gardener as a mentor for the intern. A list of local clubs across South Dakota can be found at [extension.sdstate.edu](http://extension.sdstate.edu).

## Volunteer Service

There are several ways in which Master Gardeners can choose to spend their time serving our communities and meeting the 20-hour minimum service requirement. Master Gardeners can fulfill their hours requirement by participating in Educational Outreach, Service or Support activities. Staff encourage Master Gardeners to accrue the majority of their service hours in the "educational outreach" category. After all, education is the intent of the program.

**Educational Outreach (Master Gardeners teaching others)** – Formal and informal education that occurs inside or outside the classroom. Examples include teaching workshops, demonstrations at fairs or other locations, interviews (radio, tv or other), working in school gardens, answering calls for local hotlines, instructing individual homeowners, writing news articles on horticultural topics or staffing an information table at a local farmer's market at which you are EDUCATING the public.

**Service** – Garden-related services provided by you to a community but that are not considered DIRECT educational outreach. Still, these services must have an education tie-in. Examples include gardening services for city/county/state beautification projects, helping to plant trees at schools or parks or other locales if they will be used for education purposes.

**Support Activities** – Activities that are not direct education but do support Master Gardener activities. Examples include attending club meetings (limit one hour); planning/preparing garden events or the annual Update, prep to host booths to promote programming, development of presentation or education materials for the Master Gardener program.

**Other** – If you report in the category "other" please explain your service in the online reporting system and consider contacting staff for help to ensure proper categorization.

## Continuing Education

Continuing Education (CE) is a requirement whereby Master Gardeners enhance THEIR education. It is important for Master Gardeners to stay up-to-date on the latest research and information so as to properly inform the public. Master Gardeners can fulfill the 10-hour annual continuing education requirement by participating in courses or activities that meet the CE definition below. As with volunteer hours, CE hours are reported according to their time value. For example, attending a 1.5-hours horticulture seminar equals one-and-a-half hours of CE.

**Continuing Education** – The CE event must be an organized class, workshop, seminar, lecture, webinar, etc. The CE event may be taught face-to-face or online. Instructors may include experts from the horticulture industry/association professionals (or a related industry). Instructors may also include government agencies such as SDSU, Department of Agriculture or Conservation Districts. While the intention of continuing education is to learn from qualified instructors either online or in-person, SDSU Extension has made a few exceptions to this rule and will allow the following to count as CE time.

- Time spent reading horticulture-related or volunteerism-related educational materials provided by SDSU Extension Staff and Specialists.
- Time spent researching horticulture topics in preparation for a Master Gardener presentation.
- Time spent learning from other Master Gardeners who give a presentation on a particular area of horticulture in which they have expertise.

Casually reading garden magazines or conversing about soil quality with another Master Gardener does NOT count as CE time. Also, care must be

taken to ensure that one's source of CE is reputable and provides information that is research-based, scientifically defensible, and appropriate to South Dakota's climate and conditions.

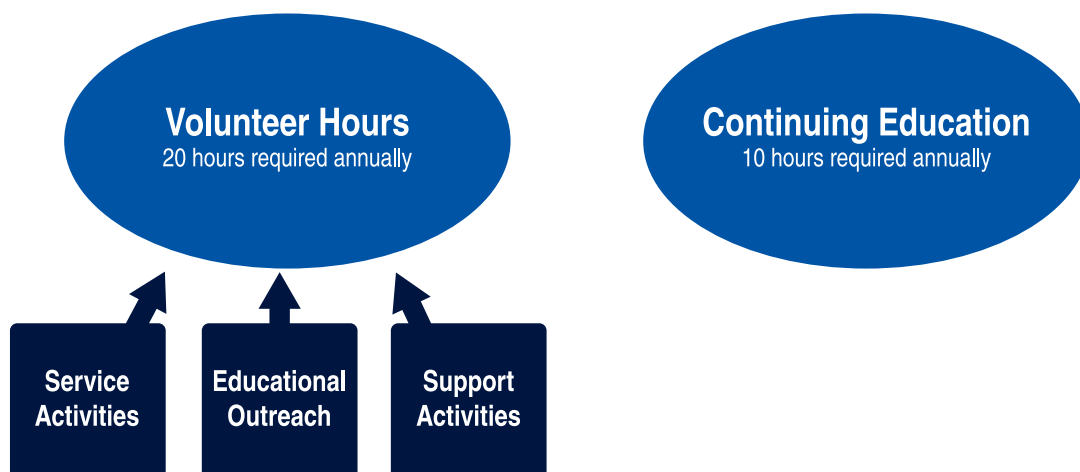
## Travel

Travel to and from volunteer activities is not counted toward volunteer service or continuing education hours. Travel time may be noted in the volunteer reporting system and will be used as an aggregated data point to demonstrate Master Gardener commitment in reports, but will not be an acceptable means toward accruing volunteer hours.

## Transferring Certification from Another State

Master Gardeners who were trained in another state and wish to volunteer for the SDSU Extension Master Gardener Program must:

1. Apply to the SDSU Extension Master Gardener Program and follow SDSU Extension volunteer policies, found at [extension.sdstate.edu](http://extension.sdstate.edu).
2. Pass the SDSU Extension Master Gardener final exam with a minimum score of 80%.
3. Pay the SDSU Extension Master Gardener Program fees that also cover the cost of the SDSU Extension Master Gardener Curriculum Manual.
4. Provide written verification from their previous Master Gardener coordinator that they are Master Gardeners in good standing in their previous state Master Gardener program. Providing a record of volunteer hours and continuing education hours are helpful but will not be transferred to the SDSU Extension Master Gardener Program from the transferring state's program. These records do help verify the applicant's Master Gardener volunteer



activity in the previous state.

5. Complete all required SDSU Extension volunteer registration paperwork.

**Note:** Applicants may also be required to take other SDSU Extension Master Gardener basic training sessions as determined by the SDSU Extension Master Gardener Coordinator.

## Volunteer Status

SDSU Extension Master Gardener volunteer status classifications are explained below and used to recognize milestones in a Master Gardener's history as well as an individual's volunteer capacity.

### 1. Trainee Status (T)

Accepted into SDSU Extension Master Gardener Training program and/or currently involved in training sessions but has not yet successfully completed coursework or final test. May volunteer up to five hours during time as a trainee under mentorship of currently active SDSU Extension Master Gardener. Has access to course curriculum, staff, education and events.

### 2. Intern Status (IT)

An SDSU Extension Master Gardener with Intern status:

- a. Successfully completed the SDSU Extension Master Gardener training course and passed the final test with a minimum score of 80%.
- b. Is working toward completion of his or her minimum 50-volunteer hours requirement.
- c. May volunteer under the guidance of active SDSU Extension Master Gardeners (mentors) during his or her internship.
- d. Shall complete internship requirements before being eligible for leadership (executive committee) positions in a local Master Gardener club.
- e. Is not eligible to serve on the South Dakota Master Gardener (SDMG) Association Board.
- f. Has access to SDSU Extension-provided resources such as websites, listservs and education events.

### 3. Active Status (A)

An SDSU Extension Master Gardener with Active status:

- a. Will receive a name badge with the SDSU Extension logo, and 'Master Gardener' title, to

be worn while volunteering.

- b. Has successfully completed his or her internship (40 hours of service within 12 months of completing the course and successfully passing the test).
- c. Annually fulfills and reports a minimum of 20 required volunteer hours and 10 required continuing education hours by Dec. 31.
- d. Is eligible for volunteer activities as a Master Gardener statewide.
- e. May serve in local leadership capacities as a Master Gardener.
- f. May apply to and serve on the SDMG Association Board.
- g. Has access to SDSU Extension-provided resources such as websites, listservs and education events.

### 4. Emeritus Status (E)

Emeritus is a semi-active status that recognizes a volunteer who has made a significant contribution to the program, but now chooses to permanently limit his or her active participation without leaving the program. Emeritus status may be adopted at any time providing the volunteer meets the qualifications. Volunteers must request emeritus status of the State Coordinator. Emeritus status cannot revert back to active status without special approval from the State Coordinator.

An SDSU Extension Master Gardener with Emeritus status:

- a. Is considered in good standing with the program.
- b. Has accrued 10 or more years as an active Master Gardener in good standing and/or reported 250 or more volunteer hours as confirmed by the state database.
- c. Assumes the title of "SDSU Extension Master Gardener Emeritus" and remains a member of the EMG program.
- d. May continue to volunteer as he or she is able, but is not required to report volunteer hours or meet a minimum annual volunteer hour requirement.
- e. Is no longer eligible for awards recognizing hours volunteered or years of service.
- f. May attend meetings, continuing education classes and conferences.
- g. Has access to Extension-provided resources

such as websites, listservs and education events.

## 5. Leave of Absence (LA)

Leave of Absence is a sabbatical-like status and designed for active volunteers in good standing to take a voluntary 12-month leave from the program for personal reasons. A leave of absence status may be requested by the volunteer at any time of the year. It is the Master Gardener's responsibility to stay in contact with SDSU Extension staff about his or her intentions to return to active status after 12 months. Notice should be given prior the the 12 months expiring. Notice after 12 months will require steps to be followed to reengage with the program.

An SDSU Extension Master Gardener volunteer who adopts LA status:

- a. Has been and continues to be considered in good standing with the program.
- b. Remains a Master Gardener and a member of the program.
- c. Does not volunteer as a Master Gardener or report volunteer hours.
- d. May accrue/report continuing education hours during the 12-month sabbatical.
- e. May attend meetings, continuing education classes and conferences as they are able.
- f. Has access to SDSU Extension-provided resources such as websites, listservs and education events.

## 6. Inactive Status (IA)

Inactive status is defined as an individual who has voluntarily or involuntarily left the SDSU Extension Master Gardener program. They are no longer volunteering on behalf of the program nor may they represent themselves as a SDSU Extension Master Gardener.

An SDSU Extension Master Gardener volunteer with IA status:

- a. Has not reported the minimum required volunteer hours for a full calendar year and has not requested a leave of absence or emeritus status.
- b. May not use the "Master Gardener" or "SDSU Extension Master Gardener" title.
- c. May not serve in local Master Gardener club leadership capacities.

- d. May not represent themselves as a Master Gardener or SDSU Extension Master Gardener and may not participate in Master Gardener activities as a volunteer including, but not limited to, club activities, leadership activities, committees, educational events, etc.
- e. Does not have access to SDSU Extension-provided resources such as websites, listservs and education events.
- f. If participant re-enters the program in a subsequent year(s), time spent in "inactive status" does not count toward total years of service with the SDSU Extension Master Gardener Program.

## Returning After Lapse in Activity

SDSU Extension Master Gardener volunteers are required to fulfill specific requirements each year to maintain their eligibility in the program. We realize that sometimes life circumstances will cause volunteers to be unable to meet the minimum volunteer activity and educational training hours.

During the period of lapse in activity, the participant does not have the title of "Master Gardener" or "SDSU Extension Master Gardener" and should not be representing themselves as such.

### One Year Lapse

If there is a lapse of just one year, a Master Gardener may be considered active once again if they first contact the State Coordinator and receive permission, follow all volunteer policy requirements as outlined by SDSU and SDSU Extension, and report the minimum number of hours of volunteer service and continuing education for the subsequent year.

### Two-to-Four-Year Lapse

If there is a lapse in service of two to four years from the last active reporting year, a Master Gardener may be considered active once again if they first contact the State Coordinator and receive permission, purchase the SDSU Extension Master Gardener Curriculum Manual if not previously obtained or if the material has been updated since last active in the program (determined by the State Coordinator); take any coursework deemed necessary by the MG Coordinator; follow all volunteer policy requirements as outlined by SDSU and SDSU Extension, including completion of volunteer enrollment paperwork.

### **More Than Four Year Lapse**

If there is a lapse in service of more than four years from the last active reporting year a Master Gardener may be considered active once again if they first contact the State Coordinator and receive permission. The participant will also be expected to work with the State Coordinator to review the SDSU Extension Master Gardener Basic Training materials, purchase any updated Master Gardener curriculum manuals or materials, retake and pass the SDSU Extension Master Gardener Basic Training exam with a score of 80% or more, and follow all volunteer policy requirements as outlined by SDSU and SDSU Extension.

### **Reporting Volunteer Activity**

SDSU Extension Master Gardeners are required to report hours documenting their service in the online volunteer reporting system (VRS). SDSU Extension Master Gardeners may log into the VRS at: <https://sdsuextensionmg.org>.

The VRS log-in link as well as instructions on how to use the VRS can be found within the SDSU Extension VRS Guide located at: [extension.sdstate.edu](http://extension.sdstate.edu) (under the volunteer resources tab).

For information on establishing a VRS account, please contact SDSU Extension Master Gardener Staff at: [sdsu.sdmg@sdstate.edu](mailto:sdsu.sdmg@sdstate.edu).

SDSU Extension Master Gardeners that do not have access to a computer should consult with their Master Gardener Club Leadership. Master Gardeners not associated with a club or that could not obtain the assistance needed through their club should contact SDSU Extension Master Gardener Staff for assistance: [sdsu.sdmg@sdstate.edu](mailto:sdsu.sdmg@sdstate.edu).

### **Using Research-Based Information**

Providing research-based information is at the core of SDSU Extension's work, purpose and mission. SDSU Extension volunteers are expected to uphold university research-based findings even when the information is new or different from a volunteer's personal experience or opinion.

While it is important to respect individual beliefs, Extension volunteers are expected to make recommendations based on scientifically defensible information from SDSU Extension or other reputable sources. Volunteers should seek out academic-based

research.

If the program requires, volunteers should insure that the information is relevant to South Dakota's needs. For example, information obtained from a university in the southeast portion of the United States would likely be well-vetted information, however, it would not necessarily be relevant to South Dakota's climate, conditions or hardiness zones. Using common sense and academic-based sources should ensure accuracy. When in doubt, feel free to contact the SDSU Extension Master Gardener Coordinator for clarity.

### **Using The SDSU Extension Volunteer Title Correctly**

The title "SDSU Extension Volunteer" or any variation of an Extension volunteer title such as "SDSU Extension Master Gardener" or "Master Gardener" should only be used when doing unpaid volunteer work for SDSU Extension when you are an approved, certified volunteer with the organization, and when you have met all requirements of the specific program in which you are participating. It should not be used to imply that SDSU Extension is endorsing any product or place of business. Volunteers may accept unsolicited reimbursements or gifts. It is inappropriate to seek or accept speaking engagements for pay while participating in authorized SDSU Extension activities and using any SDSU Extension Volunteer title.

SDSU Extension Volunteers should not advertise or promote their places of business while volunteering as an SDSU Extension volunteer nor solicit business because of their training as a volunteer. When performing volunteer activities, volunteers are agents of SDSU Extension. Appearing at a commercial activity, having association with commercial products, or giving implied university endorsement of any product or business is improper. SDSU Extension and all of its volunteer programs must be viewed as a source of unbiased, research-based information. An individual may list his or her relevant volunteer education and volunteer service experience with SDSU Extension on a resume.

### **Recommendations to Clientele**

SDSU Extension Master Gardeners strive to provide unbiased information to the general public with no intended endorsement of specific products, companies or services. SDSU Extension Master Gardeners are



to make recommendations only in the area of home horticulture. SDSU Extension Master Gardeners shall follow published SDSU Extension recommendations when giving pesticide (insecticide, herbicide, fungicide) recommendations.

Questions about cultural practices and problems not specifically covered by SDSU Extension recommendations should be referred to a SDSU Extension Specialist, Field Specialist or other qualified staff. Questions about commercial crops or plants also should be referred to a SDSU Extension Specialist, Field Specialist or other qualified staff.

### **Pest Information Policies**

Protecting the environment and human health is a concern for everyone. In order to promote wise and effective pest management decisions, SDSU Extension Master Gardener Program volunteers are asked to subscribe to the following policies when providing pest management information:

1. You understand that as a SDSU Extension Master Gardener the pest management information you provide must be limited to home, lawn and garden problems. Questions about commercial crop production, commercial pest control and pesticide liability are to be referred to the appropriate SDSU Extension professional. Visit the [Problems and Solutions](#) page on the SDSU Extension website for resources and contact information for SDSU Extension experts.
2. You understand that as a SDSU Extension Master Gardener volunteer you will provide both nonchemical and chemical pest management information as approved by SDSU Extension and allow the client to make his or her choice of strategies.
3. You understand that pesticides must be applied with care and only to the plants, animals or sites listed on the pesticide labels. When mixing and applying pesticides, users must follow all label precautions to protect the applicator, other people and the environment. It is a violation of law to disregard label directions. You understand pesticide labels and Extension recommendations from other states may not be applicable or legal in South Dakota. If available at the time of consultation, you will attempt to communicate the label precautions to the client along with the pest management options.

4. You understand that as a SDSU Extension Master Gardener you are considered a volunteer representative of SDSU Extension. Therefore, when it comes to pest management, you will provide only accurate, documented control options provided by SDSU Extension for home and garden use. You understand that if the client or you, are not clear about information, you will request clarification from the appropriate SDSU Extension professional.

### **SDMG Association**

The South Dakota Master Gardener Association is a 501(c)3 organization whose mission is to provide assistance to SDSU Extension in carrying out their basic mission to disseminate research-based information on ornamental horticulture and gardening to the general public by coordinating the activities of its member Master Gardeners in fulfilling their obligated hours of assistance to SDSU Extension.

The Executive Committee of the association is a communication link among local clubs and individual members and may serve as a liaison between members and SDSU Extension. The SDMG Board does not govern the local clubs, but may serve as a resource. Other functions include assistance with the development of the SDMG annual conference Update, distribution of Endowment Fund grants, selection of Gold Star award recipients and overseeing the association finances.

### **Gold Star Master Gardener Award**

Those that have obtained the Gold Star Master Gardener Award will be noted in SDSU Extension's Volunteer Reporting System. Gold Star Master Gardeners are a small, select group of Master Gardeners nominated by their peers and selected by the South Dakota Master Gardener Association Board. The award recognizes those that exemplify the SDMG mission and honors their dedication, enthusiasm and service to the SDSU Extension Master Gardener program.

### **Sources:**

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UNIVERSITY EXTENSION**

# Master Gardener Job Description

Aimee House Ladonski, MPA | SDSU Extension Volunteer Development Field Specialist and State Master Gardener Coordinator

- Purpose:** To support SDSU Extension in meeting the needs of South Dakotans in the area of consumer horticulture by providing public educational programs, diagnosing plant problems and making pest management recommendations.
- Qualifications:** The SDSU Extension Master Gardener volunteer must show an interest in, enthusiasm for and knowledge of gardening. They must be able to communicate with the public by phone and deal courteously with visiting public and SDSU Extension program participants. They must be able to read, write and comprehend the information presented in the training sessions, and be able to communicate that information to the gardening public.
- Responsibilities:** SDSU Extension Master Gardeners will fulfill their volunteer hours requirement by participating in Educational Outreach, Service and/or Support activities. Staff encourages Master Gardeners to accrue the majority of their service hours in the “educational outreach” category. Education is the intent of the program. Specific descriptions of each category can be found at [extension.sdstate.edu](http://extension.sdstate.edu) or in the Master Gardener Volunteer Reporting System. A summary of work performed by SDSU Extension Master Gardeners includes: teaching workshops; providing demos or distributing SDSU Extension information to the public at events such as garden center plant clinics, county fairs, Home and Garden Shows, etc; interviews (radio, tv or other); establishing, educating or working in school/community gardens; answering consumer’s phone inquiries; instructing individual homeowners; assisting office visitors/citizens with plant/insect samples for identification or diagnosis; assist teachers, 4-H volunteers and/or children with gardening education projects in school or club settings; assist with establishing and maintaining demonstration gardens; interpret information from SDSU Extension publications for the general public; keep records of consumer contacts and volunteer activities.
- Time Required:** A minimum requirement of 20 hours of volunteer service annually.  
A minimum requirement of 10 hours of continuing education annually.
- Target Dates:** Service may occur year-round. Typically most hours are accrued during the growing season.
- Resources Available:**
- Training and continuing education provided by SDSU professorial staff
  - SDSU Extension Curriculum Manual
  - SDSU Extension Master Gardener Coordinator and Field Specialist staff accessible via email and phone
  - Support and assistance from other Master Gardener mentors
  - Master Gardener marketing materials in electronic and printed format
  - Resources such as publications and templates available on [extension.sdstate.edu](http://extension.sdstate.edu)
  - Electronic resources available through MG listserv and in volunteer reporting system
- Requirements:**
- Complete SDSU Extension Master Gardener Training Course and pass open-book test with 80% or higher
  - Annually report volunteer hours in SDSU Extension Master Gardener Volunteer Reporting System
  - Comply with SDSU Extension policies and procedures, including any fees or forms to be completed at initiation of service or annually thereafter
  - Provide own transportation to volunteer activities

*Job description format adapted with permission from Illinois Extension and University of Minnesota Extension Center for Youth Development.*

**This volunteer opportunity requires volunteer enrollment paperwork to be filled out with SDSU and filed with SDSU Extension prior to service.**

SDSU Extension is an equal opportunity provider and employer in accordance with the nondiscrimination policies of South Dakota State University, the South Dakota Board of Regents and the United States Department of Agriculture.

Learn more at [extension.sdstate.edu](http://extension.sdstate.edu).

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### SDSU Extension Master Gardener Name Badge

Upon becoming certified and completing the internship service hours, Master Gardeners receive their SDSU Extension Master Gardener Badge. Badges have a hard plastic cover with a magnetic fastener on the back. The design is similar to the photo below.



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**SOUTH DAKOTA STATE UNIVERSITY®  
AGRONOMY, HORTICULTURE AND PLANT SCIENCE DEPARTMENT**

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Learn more at [extension.sdstate.edu](http://extension.sdstate.edu).

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