

Memorandum of Understanding

between the University of Tennessee, on behalf of its UT Extension and the _____ County Extension Master Gardeners, dated _____, 20__.

Purpose: To clarify the relationship between University of Tennessee Extension and the _____ County Extension Master Gardeners, this memorandum of understanding has been established.

Background: Tennessee Extension Master Gardeners (TEMG) operate in many counties of Tennessee and serve to extend the educational resources of the University of Tennessee through horticulture education and community service related to horticulture.

Intellectual Property: The University of Tennessee retains all ownership rights to its intellectual property, including all copyright and trademark rights. In general, the service mark registration confirms the university's right to prevent others from using confusing similar marks on similar goods or services in the state of Tennessee and possibly other geographic areas in which the mark is used. By signing this agreement, the University grants a limited, non-exclusive, non-sublicenseable, revocable license to use the University's intellectual property related to the Extension Master Gardener program.

Term: This agreement is effective as of the date listed in the introductory clause, and will expire on December 31, 2017. The University may terminate this agreement at any time.

Financial Guidelines: TEMG groups should follow the general financial guidelines for volunteer groups as outlined in the Tennessee Extension Master Gardener Program Guide for Volunteers. Master Gardener groups seeking to offer donor benefits for charitable donations must deposit funds into The University of Tennessee, The University of Tennessee Foundation, or incorporate as their own 501(c)3. Master Gardener groups with accounts outside of the university system will be responsible for following all Local, State, and Federal Regulations, filing the appropriate tax documents, record keeping and account management. All TEMG groups must adhere to the guidelines stated in this document, and the Tennessee Extension Master Gardener Program Guide for Volunteers. The University of Tennessee and the State of Tennessee has the right to audit Master Gardener accounts, records, and related documents. Groups that fail to follow TEMG guidelines, and local, state, or federal regulations can have this affiliation with the University of Tennessee and the use of the Master Gardener name revoked.

UT Extension Obligations. UT Extension agrees to:

1. Conduct its program in such a way to maintain public trust and safeguard the positive image of the organization.
2. Provide training opportunities in horticultural knowledge and skills and leadership development for Extension Master Gardener Volunteers, and Extension Master Gardener County Coordinators.
3. Accept certain fiduciary oversight responsibilities for these volunteer groups, including reviewing audit reports and providing a place where certain financial records can be kept.

Master Gardener Obligations. Extension Master Gardener groups agree to:

1. Conduct the organization in a professional manner consistent with the educational mission of the University of Tennessee Extension and in coordination with county, regional, and state Extension personnel.
2. Accept responsibility for all federal and state laws and regulations pertaining to volunteer organizations set forth by University of Tennessee Extension.
3. Adhere to all civil rights laws, including open access to membership and programs.

Modification of Agreement: No amendment of this Agreement will be effective unless it is in writing and signed by authorized officials of both parties.

Agreement by signature:

President

Date

County Extension Master Gardener Coordinator

Date

State Extension Master Gardener Coordinator

Date

Impact Summary for Tennessee Extension Master Gardener Groups



Please share some summary information about your local service, education, and outreach in 2016. Thanks in advance!

The efforts and impact of Master Gardener groups throughout the state is truly impressive and new for 2016 will be a summary of our collective efforts throughout the state. This information will be combined across the state to describe our work and a statewide summary will be shared with all TEMG groups.

Name of local TEMG group or association: _____

Organizational Summary:

1. Interns trained in 2016: _____
2. TEMGs certified for the first time in 2016 (2015 interns): _____
3. Certified TEMGs in the group (include those certified in 2016): _____
4. Service hours (A,C,T combined) reported in 2016: _____
5. Continuing education hours reported in 2016: _____

Community Impact Summary:

1. Number of gardens managed to demonstrate proper horticultural practices for landscape and ornamental plants: _____
2. Number of gardens managed to demonstrate proper vegetable gardening practices and produce food for the community: _____ Pounds of food: _____
3. Number of community shows, fairs, and other horticulture events hosted or participated in: _____ Number of citizens reached: _____
4. Number of educational presentations delivered through speakers bureaus and community events: _____ Number of citizens reached: _____
5. Number of youth gardening camps, clubs, or projects: _____ Number of youth reached: _____

Please return this group of documents to:

Natalie Bumgarner- TEMG State Coordinator
2431 Joe Johnson Drive
252 Ellington Plant Sciences Building
Knoxville, TN 37996
Or email to nbumgarn@utk.edu

Local Leadership Contact Information for Tennessee Extension Master Gardener Groups

Please complete this document to update files in the state TEMG office.

Date of Officer term: _____ to _____

County (s): _____

Extension agent county coordinator: _____

Name of local TEMG group or association: _____

President	
Name:	Address:
Phone:	
Email:	

Vice President	
Name:	Address:
Phone:	
Email:	

Secretary	
Name:	Address:
Phone:	
Email:	

Treasurer	
Name:	Address:
Phone:	
Email:	

Other Officers and Board Members

Name:	Address:
Phone:	
Email:	

Name:	Address:
Phone:	
Email:	

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