



# WSU Lewis County Master Gardeners Speaker's Bureau Guidelines

Dear Master Gardener,

Welcome to our Speaker's Bureau. Following are several things you need to know as a representative of the WSU Lewis County Master Gardener Program.

## **IDENTIFICATION**

Please wear your Master Gardener badge and introduce yourself as a WSU Lewis County Master Gardener.

## **INFORMATION**

In your presentations you should include only information that is approved by WSU Extension. For example, you cannot recommend "home remedies" unless they have been tested and approved by WSU. You must adhere to guidelines concerning pesticide and herbicide recommendations provided in HortSense or PestSense. At times you may need to use information that is not available through WSU Extension but may be available through other educational institutions. In that case, please check with the Program Coordinator to ensure it is appropriate for the topic and the locale.

## **REMUNERATION**

The Speaker's Bureau is one of the many free services we offer to the public and is an important part of our educational outreach goals. Please do not request payment for your presentation. If you have expenses, such as photocopying, the Extension office will make copies for your presentation. If you have other expenses, please have them pre-approved by the Program Coordinator before making a purchase. To be reimbursed, the receipt and a Reimbursement form must be submitted to the treasurer. As is the case with other Master Gardener volunteer activities, mileage is not reimbursable from the WSU Lewis County Master Gardener Program. Sorry.

If the group requesting the program offers to reimburse you for expenses or mileage, you may accept. In such a case, please send a copy of your receipt(s) or a mileage report to the Program Coordinator. We will send the organization a thank you and a letter to use for tax purposes.

As a WSU Master Gardener volunteer educator you are prevented from requesting or accepting payment for a program. If the group requesting the program offers to pay you for your talk, have them make the check out to the Master Gardener Foundation of Lewis County and forward it to the Program Coordinator so it can be properly posted and acknowledged.

## **REPORTING**

Please notify the Program Coordinator when you schedule a presentation, providing the name of the group, a contact person and a mailing address. We will send a letter thanking them for their

request and a brochure about the Master Gardener program in Lewis County. We will also send you a Volunteer Impact Form to record the number of people in attendance, ethnicity, etc. for the civil rights reporting. The volunteer hours spent preparing for the presentation and actually giving the presentation count as Educational Outreach volunteer hours that should be reported on your time sheet.

## QUESTIONS? PROBLEMS?

Don't hesitate to contact me at 740-1212 or e-mail [debbie.burris@lewiscountywa.gov](mailto:debbie.burris@lewiscountywa.gov). I am here to help you with anything you need to do a program whether it is handouts, reviewing material for consistency with WSU policies, assisting you with audio/visual, or anything else you might need.

Thank you for volunteering to be a member of our Speaker's Bureau. Please sign below to indicate that you have read and agree to the requirements listed above.

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Please return one copy and retain the other copy for your files.

Debbie Burris, Coordinator  
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