Tennessee Extension Master Gardener Application Packet

The Tennessee Extension Master Gardener (TEMG) Program is a volunteer service organization offered by The University of Tennessee Extension. The purpose of the Master Gardener program is to train citizens as horticulture educators for their communities.

Included in this application packet are the following forms:

- Extension Volunteer Form
- Tennessee Extension Master Gardener Training Agreement
- Training Class Schedule: Classes will be held in person at the UT-TSU office in Crossville - 1398 Livingston Road, Crossville, TN . Classes will consist of viewing online training from 9 - 10:30 a.m., followed by a hands-on educational activity □ lab until noon. Plan on being present each Tuesday from 9 a.m. - Noon.

Please fill out all forms in this packet completely. Incomplete application packets will not be considered.

Master Gardeners frequently interact with children. A check against the Sexual Offenders registry is required by the University of Tennessee for all volunteers working with children. Please note that the Background Disclosure section of this application must be completed before acceptance to the Master Gardener program.

Applications are due no later than **January 4, 2027**, and should be returned to:
Melissa Ward at mward98@tennessee.edu

Please do not send payment with this application. Payment of the **$200** training fee may be made after you receive notification your application has been approved and accepted. The fee includes all educational materials.

Call Extension Agent Gregg Upchurch at 931-484-6743 or visit Cumberland.tennessee.edu for additional information.

SECTION 1 - TENNESSEE EXTENSION VOLUNTEER APPLICATION FORM

Level 1 volunteers should only complete Sections A - E. Level 2 and Level 3 volunteers should complete the entire form.

Tennessee Extension aims to provide a safe environment for all persons involved in Extension activities and events. This application is designed to be an information-gathering aid in order to successfully match the applicant's skills and interest with the appropriate service and needs of the organization. Answers given by the applicant may be verified. All applications will be filed in a secure location.

A. GENERAL INFORMATION

Must present your Driver's License or a government issued photo ID with your application

Name _____
Last First Middle Name

Home Address _____ Length of time at this address? _____
Street, Route, Apt #

_____
City, State Zip code County

Mailing Address (if different from above) _____

Email address: _____ How long have you resided in this county? _____

Telephone: Daytime _____ Evening _____

Best time to call: ☐ Morning ☐ Afternoon ☐ Evening

Have you previously volunteered with TN Extension? ☐ Yes ☐ No
If yes, county and last year volunteered? _____

B. DEMOGRAPHIC INFORMATION

Gender: ☐ Female ☐ Male Date of Birth: _____ (d/m/yyyy)

Ethnicity: (check one) ☐ Not Hispanic/Latino ☐ Hispanic/Latino

Race: (check one) ☐ White ☐ Black /African American ☐ American Indian/ Alaskan Native ☐ Unidentified/Other
☐ Asian ☐ Native Hawaiian / Other Pacific Islander ☐ More Than One Race

Are you able to speak or write in a language other than English? ☐ Yes ☐
No (Please list, including American Sign Language.) _____

C. AVAILABILITY

What length of time are you willing to volunteer? Over what time period? (Check all that apply)

_____Hrs. /week _____Hrs. /month ☐ 1-3 months ☐ 3-6 months ☐ 6-12 months ☐ Ongoing

When are you available to volunteer? (Check all that apply)

☐ Day ☐ Evening ☐ Weekends ☐ I'm flexible Specific times: _____

D. AUDIENCE INTERESTS

I prefer to work directly with: (Check all that apply)

☐ Youth ☐ Adults ☐ Senior Citizens ☐ Clientele with disabilities ☐ Other _____

If you work directly with youth, what age level(s) do you prefer? (Check all that apply)

☐ Pre-school ☐ K-3 ☐ Explorer (4th grade) ☐ Junior (5th - 6th) ☐ Jr. High (7th-- 8th)
Senior: ☐ Level I (9th-10th) ☐ Level II (11th – 12th)

E. ACTIVITY INTERESTS - What are your volunteer activity interests? (Check all that apply)

- ☐ Teaching/ demonstrations
- ☐ Photography
- ☐ Newsletter
- ☐ Displays/exhibits
- ☐ Organizing programs/events
- ☐ Public Speaking
- ☐ Telephone/office work at county Extension office
- ☐ Writing/publishing/proofreading
- ☐ Web development
- ☐ Artworks, graphics
- ☐ Marketing
- ☐ Research/data collection
- ☐ Typing/ Computer entry
- ☐ Fundraising

*If you are interested in a specific program or topic area such as 4-H Youth Development, Agriculture, Natural Resources, and Community Economic Development, Master Gardener, or Family and Consumer Sciences, please see Section 3 - Program Area Information Forms.

The following two sections should be completed by Level 2 and Level 3 volunteers only

F. REFERENCES - List three people, not related to you, who have knowledge of your qualifications and have known you for at least two years. Provide complete addresses and phone numbers.

1. _____
   Name | Street Address | City/State/Zip
   _____
   Day Phone Number | Evening Phone Number | Email Address | Relationship

2. _____
   Name | Street Address | City/State/Zip
   _____
   Day Phone Number | Evening Phone Number | Email Address | Relationship

3. _____
   Name | Street Address | City/State/Zip
   _____
   Day Phone Number | Evening Phone Number | Email Address | Relationship

G. BACKGROUND DISCLOSURE - A "yes" answer does not automatically exclude an applicant from becoming a registered Extension Volunteer. If there are any changes in answers to the following questions, the volunteer should immediately contact the local Extension office and notify the change.

1. Have you ever had any criminal conviction related to:
   a. A crime of violence? ☐Yes ☐No
   b. Child abuse or neglect? ☐Yes ☐No
   c. Sexual related offenses? ☐Yes ☐No
2. If yes, to any of the above questions, provide date(s), location(s), and complete name at the time(s).

I authorize contacting the references listed on this application. I understand the omission or misrepresentation of information requested may result in non-appointment or dismissal as an Extension volunteer. If appointed as a volunteer, I agree to abide by the policies of UT Extension, and the University of Tennessee, and Tennessee State University and to fulfill my volunteer responsibilities to the best of my abilities. I also understand that UT Extension, the University of Tennessee and/or Tennessee State University may contact other individuals as needed to verify my skills, background, and experience in working with Extension clientele.

I acknowledge that I have received and read the Tennessee Extension Volunteer Statement of Principles (all volunteers). I acknowledge that I have received and read the University of Tennessee Programs for Minors Safety Policy and Standards of Conduct for Covered Adults (Levels 2 & 3 volunteers).

I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

_____
Applicant's Signature | Date

FOR OFFICE USE ONLY:	Date application was received: _____	
This applicant: (Pick one)	☐ Met qualifications for an Extension volunteer position. ☐ Did not meet qualifications for an Extension volunteer position.	Volunteer Level: ☐ 1 ☐ 2 ☐ 3

AGRICULTURE, NATURAL RESOURCES, AND COMMUNITY ECONOMIC DEVELOPMENT

GENERAL VOLUNTEER - Please select which areas of volunteer opportunities interest you.

- ☐ Beef
- ☐ Beekeeping
- ☐ Business Development
- ☐ Dairy
- ☐ Equine
- ☐ Fruits & Vegetables
- ☐ Leadership
- ☐ Ornamental Horticulture
- ☐ Poultry
- ☐ Row Crops
- ☐ Small Ruminant
- ☐ Swine
- ☐ Tobacco
- ☐ Other: _____

_____

MASTER GARDENER

Why do you wish to become an Extension Master Gardener Volunteer? _____

_____

_____

Do you have any experience or interests that you feel would be beneficial to the Master Gardener program?

_____

_____

Years of gardening experience? _____

Would you like to work with home gardeners? ☐ Yes ☐ No

Which of these do you consider to be your areas of expertise?

- ☐ Vegetable gardening
- ☐ Community gardens
- ☐ Trees/shrubs
- ☐ Wildlife gardening
- ☐ Ornamental ponds
- ☐ Lawns & turf grass
- ☐ Herb gardening
- ☐ Native plants
- ☐ Houseplants
- ☐ Other: _____
- ☐ Flower gardening
- ☐ Landscape design
- ☐ Diseases/insects
- ☐ Water-conservation gardening

Other volunteer experiences in your community:

1. _____
   Volunteer Position — Organization Name
   _____
   Organization Address — Organization Telephone
2. _____
   Volunteer Position — Organization Name
   _____
   Organization Address — Organization Telephone

I understand the title Extension Master Gardener is conditional upon receiving training, performing 40 service hours and reporting those hours. Tennessee Extension Master Gardeners are expected to use only University of Tennessee-approved recommendation. The Extension Master Gardener name badge and title may not be used for commercial gain or to promote commercial products or businesses.

_____
Applicant's Signature — Date

TEMG Training Agreement

- The title Master Gardener Intern is given to those currently enrolled in the Tennessee Extension Master Gardener (TEMG) training program who has not yet completed the certification requirements.

- The certification requirements for a Tennessee Extension Master Gardener are as follows:
  - Attend a minimum of 80% of the scheduled class sessions for the training program.
  - Perform and report 40 hours of service work within 12 months of beginning the training program.

- Certification is renewable annually upon completion of volunteer and educational requirements.

- The Master Gardener name badge and title may not be used for commercial gain or to promote commercial products or businesses

- The title Master Gardener is conditional upon complying with the following:
  - Full TEMG certification as outlined above.
  - Sharing only University of Tennessee-approved recommendations (not home remedies but researched-based information),
  - Appropriate usage of the Master Gardener name badge and title as outlined above; and
  - Annual recertification as outlined above.

I, _____ have read, understand, and agree with the above statements.

Signature _____ Date _____

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development.
University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating.
UT Extension provides equal opportunities in programs and employment.

2026 MASTER GARDENER APPLICATION HORTICULTURE QUESTIONNAIRE

(Please type or print)

Name_____ Date _____

Preferred Name; (for badge)_____

Why do you wish to become a Master Gardener volunteer? What do you expect from the program?

_____

_____

_____

_____

Years of Gardening Experience (Personal or Work related) _____

Please share any special skills / training/volunteer experience that you feel would be helpful to you as a master gardener (e.g. horticultural classes, training, etc.)

_____

_____

Which of the following do you consider to be your areas of knowledge? Check **all** that apply.

_____Vegetable Gardening	_____Lawns & Turfgrass	_____Flower Gardening
_____Community Gardens	_____Herb Gardening	_____Landscape Design
_____Trees/ Shrubs	_____Water Conservation	_____Native Plants
_____ Diseases/ Insects	_____Wildlife Gardens	_____Houseplants
_____Ornamental Ponds	Other _____	

Training and Education completed:

_____High School
_____2 Yr. Community College
_____Graduate Degree Program(s)
_____4 Yr. College
_____Horticultural Degrees, Certification, or Training

Do you have a health, medical, or dietary condition that needs accommodation for training? Please explain:

_____

Are you able to speak or write a language other than English? (Including American Sign Language)

Please list: _____

I understand that misrepresentation or omission of required information on any application materials may disqualify my application to volunteer for the university of Tennessee extension. I understand that I serveat the satisfaction of the university of Tennessee Extension and agree to abide by the policies of UT extension and the Tennessee master gardener program to the best of my abilities.

Applicant's Signature_____Date _____

The following documents are required reading for all Master Gardener Interns.

Please review each document carefully before submitting your application.

SECTION 2 - TENNESSEE EXTENSION VOLUNTEER STATEMENT OF PRINCIPLES

Community members and families place trust in Tennessee Extension to provide quality leadership and care for all program participants, youth and adults. The opportunity to work in the community is a privileged position of trust that should only be held by those who are willing to commit to uphold behavior that fulfills this trust. **The following statement of principles is provided for all volunteers.**

In addition, as a volunteer, if you are working with youth in any Extension program, activity and event, you have been identified as a "Covered Person" for the purposes of the University of Tennessee Safety Policy 575 – Program for Minors. The following information, which is not all-inclusive, illustrates some examples of specifically expected and prohibited conduct. Engaging in prohibited behavior will lead to disciplinary action, up to and including, termination, as either unsatisfactory work performance or work-related behavior, or gross misconduct, under university policy.

1. **Ethical and responsible conduct:** In carrying out its educational, research, and public service missions, the university relies on the ethical and responsible conduct of all volunteers. Even the appearance of unethical or irresponsible conduct can be damaging to the public's trust in the university. Volunteers are expected to conduct themselves fairly, honestly, in good faith, and in accordance with the highest ethical and professional standards, and to comply with applicable laws, regulations, contractual obligations, and university policies. (HR0580: 1)

2. **Mandatory Reporting of Child Abuse and Child Sexual Abuse**: Covered Persons must comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse. (HR0580: 2b)
    a. Tennessee laws mandate reporting by any person who has knowledge of physical or mental harm to a child if:
        i. The nature of the harm reasonably indicates it was caused by brutality, abuse, or neglect; or
        ii. On the basis of available information, the harm reasonably appears to have been caused by brutality, abuse or neglect.
    b. Tennessee law also mandates reporting by any person who knows or has reasonable cause to suspect that a child has been sexually abused, regardless of whether it appears the child has sustained an injury as a result of the abuse.
    c. A report of child abuse or child sexual abuse must be made immediately to one of the following authorities:
        i. The Tennessee Department of Children's Services (Call Central Intake Child Abuse Hotline at: (877-542-2873) or (877-237-0004).
        ii. The sheriff of the county where the child resides.
        iii. The chief law enforcement official of the city where the child resides.
        iv. A judge having juvenile jurisdiction over the child.

        University police departments are not included in the list of authorities. Reporting to university police, a supervisor, or any other university official or employee does not satisfy an individual's duty to report child abuse or child sexual abuse to one of the authorities listed above.

3. **Responsible Reporting of Suspected Violations and University Response:** Volunteers are expected to report any good-faith concern that compliance violations might have occurred, including, but not limited to, the following: violations of state or federal law or regulations; fraud in the operations of government programs; misappropriation of state or federal resources; acts that endanger the health or safety of the public or employees; and mismanagement of programs, funds, and/or abuses of authority. Volunteers are expected to report compliance concerns at the earliest possible opportunity by contacting their university contact, the next level of university contact, the appropriate campus/institute compliance officer, Office of Audit and Compliance (865-974-6611), or the Institutional Compliance office (865-974-4438). Volunteers wishing to remain anonymous should report their concerns to the State Comptroller's Fraud Hotline (1-800-232-5454). Concerns will be referred to the appropriate university office for investigation. Volunteers are expected to cooperate fully in investigations.

4. **Respect for Persons:** Covered Persons are expected to be committed to creating an environment that promotes learning, diversity, fair treatment, and respect for others. (HR0580, #3; TSU6.9)
    a. Disorderly conduct, including, but not limited to, using discriminatory, abusive, or threatening language; fighting, provoking a fight, or attempting bodily harm or injury to another employee or to any other individual or threatening physical action or injury on university property or during university activities; or other conduct that threatens or endangers the health, safety, or well-being of any person.
    b. Violation of any university policy against harassment, discrimination, or retaliation.
    c. Treat others in a courteous, respectful manner, demonstrating behaviors appropriate for a positive role model for youth.
    d. Comply with equal opportunity and anti-discrimination policy. Make all reasonable efforts to assure Extension programs, activities and events are accessible to youth and adults without regard to race, color, national origin, gender, religion, age, sexual orientation or disability.
    e. Do not require Extension program participants to purchase materials, supplies, equipment, animals or services from any specific vendor.
    f. Teach youth/adults to provide appropriate animal care and treat animals humanely.
    g. Recognize that physical punishment is not an appropriate form of discipline for youth and will not be allowed.

5. **Respect for Property:** Obey the laws of the locality, state and nation. This means no one will:
    a. Neglect or damage university property.
    b. Steal or engage in dishonest behavior.
    c. Tamper with or wantonly destroy university data, records, or other information; gain unauthorized access to such information; disclose confidential information; or otherwise misuse university data or information.
    d. Engage in unauthorized use of university vehicles, mail services, identification and credit cards, telephones, computers, computer equipment, or other university equipment or materials. Computers and computer accounts are provided to employees to assist them in the performance of their jobs. Employees do not have a right to privacy in anything they create, send, or receive on a university computer. The university has the right to monitor, for business reasons, any and all aspects of any university computer system, including employee e-mail.
    e. Solicit, collect money, or circulate petitions on university property at any time without permission of the chief business officer or designee.

6. **Standards of Safety**
    a. Possession of firearms, explosives, or other dangerous materials on university property or during university programs, activities or events, is prohibited unless the covered person is authorized either by university policy or law to carry firearms, explosives, and other dangerous materials and it is also necessary to do so in the course of employment (police officer, R.O.T.C. personnel, etc.)
    b. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances is prohibited. As are in addition, abuse of prescription drugs while on duty; use of alcohol in a university vehicle on or off university property; possession or use of alcohol while on duty (except at university-sponsored events and other events a Covered Person is expected to attend as part of his or her duties); or attend an Extension program activity or event (reporting to work) under the influence of illegal drugs or alcohol or while unlawfully using controlled substances.
    c. Refusal to obey security officials, Emergency Management personnel, or other proper authorities in emergencies.
    d. Failure to comply with safety rules, regulations, or common safety practices.
    e. Failure to report an accident involving on-the-job injury or damage to university property.
    f. Smoking in violation of university policy.

7. Compliance with Laws and University Policies

a. Behavior or conduct unacceptable to the university or the community at large.
b. Any violation of any law in the performance of duties or that affects the ability to perform duties satisfactorily.
c. Failure to comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse.
d. Failure to comply with laws regarding mandatory reporting requirements applicable to health care professionals' interactions with patients while acting within the scope of university employment.
e. Gamble on university property or during UT Extension and Tennessee State University programs, activities or events.
f. Flagrant violation or failure to observe traffic or parking regulations.

8. Work Performance

a. Failure to wear proper identification (name tag) in the prescribed manner as may be required by UT Extension, the University of Tennessee, and Tennessee State University.
b. Failure or refusal to maintain or obtain required licensure, certification, or registration.
c. The volunteer understands that he/she has no actual authority to bind or represent the university with regard to any third parties. The volunteer agrees to avoid giving the impression of having apparent authority to bind or represent the university with regard to third parties. Accordingly, the volunteer may not sign or enter into any agreement or contracts on behalf of the university.

References: University of Tennessee **HR0580 – Code of Conduct**; University of Tennessee **SA0575 – Programs for Minors**; University of Tennessee, Knoxville Campus.

This section should be provided to Level 2 and Level 3 volunteers.

SA0575 – Programs for Minors

System-wide Policy: SA0575 - Programs for Minors	
Version: 2	**Effective Date: 12/05/2019**

Objective:

Minors visit campuses and institutes of The University of Tennessee System for a variety of reasons and are involved in a variety of programs and activities sponsored by the University or by third parties using University facilities or resources. The objective of this policy is to promote a safe environment for minors by fostering a University culture that is committed to preventing, recognizing, reporting, and addressing child abuse and child sexual abuse.

Policy:

Section 1. Definitions

Covered Adult: The term "Covered Adult" means a person:

1. Who is eighteen (18) years of age or older; and
2. Who is a University employee (whether regular, temporary, or student, and whether full-time or part-time) or a person in a contractual or volunteer position with the University; and
3. Whom the Program Director reasonably anticipates will have direct contact with a minor in a Covered Program, by reason of the person's employment, contractual, or volunteer status with the University. The term "Covered Adult" does not include a University employee, contractor, or volunteer who participates in a Covered Program in his/her personal capacity in a Covered Program that is not sponsored by a University unit.

Covered Program: The term "Covered Program" means:

1. A program or activity in which minors participate that is sponsored by a University Unit; or

2. A program or activity in which minors participate that is sponsored by an entity other than a University Unit and involves use of University owned or controlled real property.

Examples of Covered Programs include, but are not limited to, athletic camps, academic camps, day care or early learning programs/centers, recreational camps, individual lessons, workshops, competitions, clinics, conferences, pre-enrollment visits, University outreach programs and activities, 4-H programs, and University Units that employ minors under University HR0110 - Employment of Minors

For purposes of this policy, an athletic camp owned or operated by an employee of the University's athletics department (including but not limited to an athletic camp operated by a limited liability company owned by a University coach), either on or off campus, and in which prospective student-athletes participate, shall be considered a Covered Program that is sponsored by a University Unit.

The term "Covered Program" does not include:

1. A program or activity that requires each minor to be accompanied by his/her parent or legal guardian.
2. A program or activity designed primarily for regularly enrolled University students, including credit courses and community service projects organized by the University;
3. A program or activity open to the general public that is not targeted toward minors (e.g., athletic events, plays, concerts, lectures, and UTIA Field Days and Special Events);
4. Practicum activities, student teaching activities, or college-approved academic curriculum activities that include University student interaction with minors;
5. Orientation programs for freshman or transfer students;
6. Campus tours and visitation programs for prospective students that do not involve an overnight stay;
7. Field trips supervised by a minor participant's school or organization and not sponsored by the University; or

8. Patient-care related activities relating to minors. (This exception does not exclude day care programs from the definition of "Covered Program.")

If there is any doubt whether a particular program or activity is subject to this policy, the Program Director shall consult with the Designated Official, who shall consult with the Office of the General Counsel as needed.

This policy does not prohibit the employment of minors in compliance with University HR0110 - Employment of Minors.

Minors brought onto University property or to a University-sponsored event by an employee, contractor, volunteer, or student, and who are not participating in a Covered Program, are the sole responsibility of the employee, contractor, volunteer, or student.

Designated Official: The term "Designated Official" means the official designated by the Chancellor/Vice President to have responsibility for implementation of this policy at the campus/institute level, for centralizing the review, approval, and monitoring of Covered Programs, and for monitoring the compliance of Covered Programs with the campus/institute procedure required by Section 6 of this policy. The Chancellor/Vice President shall notify the General Counsel and the campus/institute Human Resources Officer of the name of the Designated Official.

Direct Contact: The term "direct contact" means instruction, care, supervision, guidance, or control of a minor, and/or routine interaction with a minor.

Minor/Child: The term "minor" or "child" means a person who is under eighteen (18) years of age or who is reasonably presumed to be under eighteen (18) years of age.

Program Director: With respect to a Covered Program sponsored by a University Unit, the term "Program Director" means the person primarily responsible for the management and oversight of a Covered Program, including identifying all Covered

Adults and ensuring the Covered Program's compliance with this policy.

With respect to a Covered Program not sponsored by a University Unit, the Program Director is the University employee who serves as the primary University contact with the third party who is sponsoring the Covered Program.

University Unit: The term "University Unit" means a department, division, school, college, administrative unit, or other official organization of a campus or institute of The University of Tennessee. University extension offices and research centers are considered University Units for purposes of this policy. Student organizations are not University Units for purposes of this policy.

Section 2. Mandatory Reporting of Child Abuse and Child Sexual Abuse

A. External Reporting

Tennessee law mandates reporting by any person who has knowledge of physical or mental harm to a child if: (1) the nature of the harm reasonably indicates it was caused by brutality, abuse, or neglect; or (2) on the basis of available information, the harm reasonably appears to have been caused by brutality, abuse, or neglect. Tennessee law also mandates reporting by any person who knows or has reasonable cause to suspect that a child has been sexually abused, regardless of whether the child has sustained any apparent injury as a result of the abuse. **The Tennessee mandatory reporting laws apply to all University employees, contractors, and volunteers, even if they are not Covered Adults subject to the other sections of this policy, and even if the child abuse or child sexual abuse does not occur in connection with a Covered Program. For purposes of the Tennessee mandatory reporting law, University students who are under the age of eighteen (18) are not excluded from the definition of a child.**

In the event of a life threatening emergency, a report of child abuse or child sexual abuse should be made by calling 911. In other cases, a report of child abuse or child sexual abuse must be made immediately to one of the following authorities

outside the University:

1. The Tennessee Department of Children's Services (call the Central Intake Child Abuse Hotline at 1-877-237-0004).
2. The sheriff of the county where the child resides.
3. The chief law enforcement official of the city where the child resides.
4. A judge having juvenile jurisdiction over the child.

Tennessee law provides immunity from civil and criminal liability for any person who makes a good faith report of suspected child abuse or child sexual abuse. In addition, no person making a good faith report of suspected child abuse or child sexual abuse, or participating in an investigation thereof, shall be subject to retaliation by the University.

B. Additional Internal Reporting for University Employees

Reporting to University police, a supervisor, or any other University official or employee does **not** satisfy an individual's statutory duty to report child abuse or child sexual abuse to one of the external authorities listed above. However, after reporting child abuse or child sexual abuse to one of the external authorities listed above, a University employee shall also provide notice of the report to his/her supervisor, University police, or the Office of the General Counsel. The identity of a University employee who reports an incident of child abuse or child sexual abuse shall be kept confidential and shall not be disclosed except as authorized by law.

Upon receiving such a report, the employee's supervisor, University police, or the Office of the General Counsel shall ensure that the Tennessee mandatory reporting statute has been followed and coordinate an appropriate University response with state officials and local law enforcement, which may necessitate notifying other University employees with a need to know about the report.

Persons who have been identified by the University as "campus security authorities" for purposes of compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") shall evaluate whether there is also a legal duty to report the incident to the University Unit responsible for

compiling and reporting crime statistics.

Section 3. Criminal Background Check Requirements for Covered Programs Sponsored by a University Unit

The following provisions concerning criminal background checks shall apply to all Covered Programs sponsored by a University Unit.

A. Except as otherwise provided in this Section 3 or Section 5, a criminal background check shall be conducted on all persons in the following categories:
   1. Covered Adults;
   2. Employees, full-time or part-time, whose duties involve work in a University residential facility (including employees whose primary duties involve work in these facilities and employees who may need access to such facilities only periodically, such as maintenance or safety and health staff); and
   3. Employees, full-time or part-time, who have access to a locker room or shower room in a University athletic or recreational facility (including employees who are assigned to work in these facilities and employees who may need access to such facilities periodically, such as maintenance or safety and health staff).

   Criminal background checks on the persons described above shall be repeated no less frequently than every four (4) years.

B. Each campus/institute will determine who shall bear the cost of criminal background checks.
C. The Chief Human Resources Officer, in consultation with Designated Officials and the Office of the General Counsel, shall determine the type of criminal background checks and the vendor who will perform the criminal background checks, which shall include but not be limited to a search of the National Sex Offender Public Website and the Tennessee

Felony Offender Database.

D. Criminal background checks shall be conducted under the direction of the campus/institute Office of Human Resources. The campus/institute Office of Human Resources shall develop a process for documenting whether a criminal background check has been conducted on a person, and, if so, the date on which the criminal background check expires pursuant to this policy.

E. The Program Director shall ensure that the campus/institute Office of Human Resources has had a criminal background check conducted on a Covered Adult within the last four (4) years before allowing the Covered Adult to participate in a Covered Program.

F. The campus/institute Office of Human Resources shall ensure that a criminal background check is conducted on employees whose primary duties involve work in a University residential facility or a University athletic or recreational facility with a locker or shower room. The campus/institute Designated Official is responsible for notifying management of areas that employ staff who need periodic access to such facilities of their responsibility to provide the campus/institute Office of Human Resources with the names of these employees to ensure all necessary background checks have been done.

G. If, after proper verification, a person's criminal background check is determined to indicate a conviction of one or more of the following offenses, Human Resources or the Program Director shall promptly notify the Designated Official:

1. Any sexual offense;
2. Any offense against children, including but not limited to child abuse, child sexual abuse, or other crime involving the endangerment of a minor;
3. Battery or assault, including but not limited to domestic violence related offenses;
4. Any drug distribution offense or felony drug possession;
5. Any violent offense (e.g., murder, kidnapping, rape, assault)
6. Any other felony or crime involving moral turpitude.

Absent an exception granted by the Designated Official, following consultation with the campus/institute Human Resources Officer and the Office of the General Counsel, the Program Director shall not allow any person to participate in a Covered Program if his or her criminal background check, after proper verification, is determined to indicate conviction of one or more of the offenses listed above.

H. If the criminal background check reveals any of the criminal offenses identified above or other criminal offenses, the continued employment or assignment of a Covered Adult, an employee whose duties involve work in a University residential facility, or an employee who has access to a locker room or shower room in a University athletic or recreational facility, shall be approved or disapproved as follows: (1) in the case of staff, student employees, contractors, and volunteers, by the campus/institute Office of Human Resources, in consultation with appropriate campus/institute administrators and the Office of the General Counsel; and (2) in the case of faculty, by the campus/institute Chief Academic Officer (following notification from the campus/institute Office of Human Resources) in consultation with the Office of the General Counsel. In addition, if the criminal background check of a Covered Adult or employee who is also a student indicates a conviction of any of the criminal offenses identified above or other criminal offenses, the campus/institute Office of Human Resources shall communicate the results of the background check to the Chief Student Affairs Officer for the campus/institute, who shall evaluate whether any additional action needs to be taken in consultation with appropriate campus/institute administrators and the Office of the General Counsel.

I. All Covered Adults, including but not limited to current employees, contractors, and volunteers who qualify as Covered Adults and who have not had a criminal background check performed within the last four (4) years, shall execute a criminal background check consent form approved by the Office of the General Counsel. All employees who have not had a criminal background check performed within the last four (4) years and

whose primary duties involve workin a University residential facility or a University facility with a locker or shower room shall execute a criminal background check consent form approved by the Office of the General Counsel. The University reserves the right to take appropriate action with respect to persons who falsified or failed to disclose information on employment or admissions applications discovered as a result of the criminal background check.

Section 4. Training Requirements Relating to Covered Programs Sponsored by a University Unit

The system Office of Human Resources shall develop a training program that campuses and institutes shall use to train Program Directors and Covered Adults on how to prevent, recognize, report, and address child abuse. The training program should address at least the following topics:

1. Definition of child abuse, and the signs, symptoms, and effects of child abuse;
2. Responding to suspected child abuse, including but not limited to reporting of suspected child abuse under Tennessee law and this policy; and
3. Child abuse prevention strategies, including campus/institute policies for Covered Programs.

The Designated Official shall ensure that every Program Director is trained at least once every two (2) years. The Program Director shall ensure a Covered Adult has been trained within the last two (2) years before allowing the Covered Adult to participate in a Covered Program. Electronic documentation that a Program Director or Covered Adult has been trained shall be maintained by the system Office of Human Resources for at least two (2) years.

Section 5. Exceptions to Requirements for Criminal Background Checks and Training

The provisions of Section 3 and Section 4 of this policy relating to criminal background checks and training shall not apply in the following circumstances:

1. In circumstances when it is not feasible to conduct full criminal background checks, due to volume, timing, or for other reasons, Covered Programs may elect to adopt preventive measures in lieu of criminal background checks and training of University volunteers, but only with the prior written approval of the campus/institute Designated Official. A Program Director applying this exception shall:
    a. Ensure that a registry check is performed on all volunteers by using the National Sex Offender Public Website, the Tennessee Felony Offender database and the Tennessee Department of Health's online abuse registry, prior to participation in the Covered Program;
    b. Ensure that all volunteers work in a public place during the Covered Program, are supervised by a Covered Adult who has undergone a criminal background check, and present photo identification prior to participation in the Covered Program;
    c. Ensure that all volunteers sign a statement verifying their understanding of, and agreement to comply with, Tennessee's law on the mandatory reporting of child abuse and child sexual abuse; and
    d. Register the name of the volunteers as University volunteers in IRIS.
    e. Communicates to the campus/institute Designated Official in writing the fact that the Program Director has granted an exception to the criminal background check requirement for the Covered Adult.

Section 6. Campus/Institute Policies Relating to Covered Programs Sponsored by a University Unit

Each campus and institute shall establish a policy relating to Covered Programs sponsored by a University Unit. The policy shall address the following subjects with respect to Covered Programs sponsored by a University Unit, as appropriate based on the nature and duration of the Covered Programs:

1. Transportation of minors;
2. Emergency procedures, including but not limited to plans for notifying a minor's parent/legal guardian in case of an emergency and plans for weather emergencies if the Covered Program will be using University property for which no such plans are in place;
3. Restrictions on access to and supervision of minors, including prohibition of one-on-one unsupervised contact with minors unless approved in advance by the Designated Official. The Designated Official shall approve if the contact is essential to the program and confirms that the person interacting with the minor is a Covered Adult who has undergone a background check and completed the training described in Section 4.
4. Restrictions on physical contact and communication by Covered Adults with minors based on the age of the minors and the nature of the Covered Program's activities;
5. Appropriate forms, including permission forms, medical contact information, and liability waivers, approved by the Office of the General Counsel;
6. First aid, medical treatment, and medication dispensation; and
7. For Covered Programs with overnight stays:
    a. Identification to be worn by Covered Adults and Covered Program participants;
    b. Curfews;
    c. Code of conduct for participants; and
    d. Residential supervision and visitation.

8. If applicable, Covered Programs shall comply with University of Tennessee System Policy SA 550 regarding minors in laboratories and shops.

The Designated Official is responsible for monitoring the compliance of Covered Programs with the campus/institute policy.

The campus and institute policies described in this Section 6 shall be submitted to the Office of the General Counsel for review and approval prior to implementation.

Section 7. Requirements Relating to Covered Programs Not Sponsored by a University Unit

If the sponsor of a Covered Program is not a University Unit, the Program Director shall require the sponsor of the Covered Program to sign an agreement to indemnify and hold harmless The University of Tennessee for the acts or omissions of program participants or the sponsor's employees or agents. A copy of the completed agreement shall be forwarded to the campus/institute Chief Business Officer and the Designated Official. This requirement does not apply to a governmental entity prohibited by law from entering into an indemnification agreement.

For Covered Programs not sponsored by a University Unit, the sponsoring entity is responsible for deciding whether to conduct criminal background checks on persons who are not University employees, contractors, or volunteers. However, the sponsoring entity may be required to provide documentation for any background checks conducted to the Designated Official.

Section 8. Approval and Monitoring of Covered Programs

Campuses and institutes shall centralize the review, approval, and monitoring of all Covered Programs under the Designated Official.

Periodically, the Office of Audit and Compliance shall assess the adequacy and effectiveness of this policy and the policies of campuses and institutes referenced in Section 6; assess compliance with this policy and with campus and institute

policies; and make recommendations to management for the improvement of policies and procedures.

Campus and institute Designated Officials are responsible for determining how to monitor and assess their programs (e.g., by conducting peer reviews within or external to the University or by engaging external consultants). To ensure program effectiveness, the Designated Officials should meet at least biennially to discuss the effectiveness of University and campus/institute policies and procedures and share best practices.

Section 9. Sanctions for Failing to Comply with this Policy

Employees should report violations of this policy (other than violations involving child abuse or child sexual abuse, the reporting of which shall be in compliance with Section 2 of this policy), or a campus/institute procedure that implements this policy, to their supervisor, the Designated Official, the Office of the General Counsel (865-974-3245), Office of Audit and Compliance (865-974-6611), or the State of Tennessee audit hotline (1-800-232-5454).

A Covered Program in violation of this policy may be denied permission by the campus Designated Official in consultation with General Counsel and Human Resources, to continue operation in connection with The University of Tennessee. Any violations of this policy by an individual will be handled in accordance with other applicable University policies and procedures, which for University employees may include disciplinary action up to and including termination of employment. In addition, a person who fails to comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse can face criminal prosecution.

Section 10. Exceptions

Exceptions to this policy may be granted by the campus/institute Designated Official, following consultation with the campus/institute Human Resources Officer and the Office of the General Counsel.

Section 11. Communication

Designated Officials shall distribute this policy to all Program Directors, deans, directors, and department heads at least once a year. Designated Officials also shall distribute a notice about the mandatory reporting of child abuse and child sexual abuse, as described in Section 2, to all employees and students twice per year in the spring and fall. The notice will include an automated acknowledgement of the policy which will be added to the individuals' human resources file.

CAMPUS PROCEDURES:

- UT Chattanooga
- UT Institute of Agriculture
- UT Knoxville
- UT Martin
- UT Health Science Center
- UT Space Institute

EXHIBIT B

STANDARDS OF CONDUCT FOR COVERED ADULTS

As a participant in **[insert description of Covered Program]** ("Program"), you have been identified as a "Covered Adult" for purposes of University of Tennessee Safety Policy 575 (Programs for Minors).

As a Covered Adult, you are responsible for complying with the TN Extension Volunteer Statement of Principles, a copy of which is attached.

In addition, you shall **not**:

1. Strike, shake, slap, administer corporal punishment to, or touch in an inappropriate or illegal manner, any minor.
2. Humiliate, ridicule, threaten, or degrade a minor.
3. Sleep in the same room or other enclosed space (such as a tent) as a minor, unless you are a parent/legal guardian/sibling of said minor.
4. Shower or take a bath with a minor or in the presence of a minor.
5. Dress or undress in the presence of a minor.
6. Invade the privacy of minors in situations such as changing clothes and taking showers and intrude unless to the extent that health and safety requires.
7. Use a camera or other imaging device in showers, restrooms, or other areas in which a minor has a reasonable expectation of privacy.
8. Wear clothing that is not discreet and modest when interacting with minors.
9. Possess or engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs, during the Program.
10. Provide alcohol or illegal drugs to a minor, or provide prescription drugs or any other medication to a minor except in compliance with the policies of the **[insert name of Covered Program]**.
11. Take a photograph or video of a minor or post information about a minor on the Internet without the written permission of the minor's parent or guardian.
12. Give a personal gift to a minor.
13. View pornography during the Program, or make any form of pornography available to a minor participating in the Program or assist a minor in any way in gaining access to any form of pornography.
14. Meet a minor off of the site of the Program or after the hours of the Program, even if another Covered Adult is present.
15. Have any personal, non-programmatic related communications with a minor during the Covered Program, or after the Program has ended, unless you have a relationship with the minor that existed before the Program.
16. Instruct, care for, supervise, guide, control, or routinely interact with a minor who is less than two (2) years younger than you (applicable only if the Program involves an overnight stay).

You should report violations of these standards of conduct by someone else (other than violations involving child abuse or child sexual abuse, the reporting of which shall be in compliance with Section 2 of University of Tennessee System Safety Policy 575) to your supervisor, the Designated Official (865-974-3061), the Office of the General Counsel (865-974- 3245), UWA Audit and Consulting Services (865-974-6611), or the State of Tennessee audit hotline (1-800-232-5454).