

Charging Volunteers in Training

The following policy applies to the training courses required for individuals to become WSU Cooperative Extension trained volunteers. There are three types of training: a) training necessary to operate the volunteer program paragraph 1, b) subject matter training for core competency paragraphs 2 through 5, and c) advanced subject matter training programs at which attendance is optional paragraph 6.

1. Volunteer program manager (4-H Club Leaders, Service Leaders, Volunteer Coordinators) will be provided the program support materials identified by the program director as needed to do the work we require of them. This includes items such as the 4-H Club Manual, Master Gardener Policies and Procedures Guide, Certificates, and Reporting Forms.
2. Subject matter volunteers (4-H Horse Project Leaders, Judges, Master's Program Volunteers, Clothing and Textile Advisors, etc.) will be provided curriculum and additional educational materials on a cost plus basis. This includes items such as the Project Leader Guides, Master Gardener Curriculum Notebook and supporting subject matter bulletins. If the local office or Foundation (4-H, Master Gardener, etc.) or other sponsors wishes to bear the costs associated in providing these materials for trainees, then they may do so. In that case, participants who do not fulfill their volunteer commitment are expected to return the WSU Cooperative Extension study materials.
3. In addition, each county has the option to charge for cost recovery items such as: room rental for training programs, technology costs, parking charges related to the time participants are attending training, and other related training materials not provided by WSU (e.g. class handouts, notebooks, temporary name badges). Travel expenses for class instructors may be covered by county/state budget(s) but counties may charge volunteers to cover speaker expenses not covered by these funds. If you choose, costs may be recovered for additional clerical support staff and can be charged to participants in the program or volunteers when public monies are not available to cover those costs. These monies cannot be used to support already funded county staff. If you do charge, you must be prepared to inform clients of itemized costs.
4. No one will be excluded from basic training because they cannot afford the charges or materials, and this must be clearly stated to all applicants. Persons of limited financial means can be fully or partially exempted from the recovery of course costs and may receive free publications. The coordinating faculty member will make the determination of financial need.
5. All costs for refreshments, coffee, tea, or lunches are the responsibility of each participant.
6. Professionals and others who attend training, but do not intend to become WSU-CE volunteers or contributing partners by returning volunteer time in support of Cooperative Extension programs will be assessed a charge for training. This charge is based on the summer tuition rate established by WSU. Professionals who audit the course in this manner do not receive the title of WSU Master Volunteer. A contributing partner is defined as providing a good or service for program enhancement.