



Policies and Core Values that Guide the MFP Program

What are the key policies and core values of a UC Master Food Preserver volunteer?

- Provide **education**, not service
- Teach practical and usable skills that are neutral and unbiased toward specific commercial products
- Avoid conflicts of interest
- Serve as a guide to learning and respect the viewpoints of others
- Plan & deliver activities that are inclusive, not exclusive
- Extend only researched based information and knowledge

What is required for annual appointment as a UC Master Food Preserver?

- Background screening & enrollment in Subsequent Arrest Notice (one time activity, before certification)
- Completion of annual exam with a score of 85% or greater
- Signed the Code of Conduct
- Proof of California Driver's License and Automotive Liability Insurance (if driving)
- Signed Annual Agreement
- Signed Waiver of Liability, Assumption of Risk, and Indemnity Agreement
- Signed Preparing/Serving Food Release Agreement
- Participation in liability insurance (\$6)

Code of Conduct

All UC Master Food Preserver volunteers and trainees shall act in ways that promote and support the program goals and shall not be in conflict with UC ANR and UC Master Food Preserver policies and procedures.

[Appendix 5 – UC ANR Adult Volunteer Code of Conduct](#)

What if I have to become inactive?

- Volunteers can become inactive for a period up to 13 months, but must apply for reinstatement and be approved by the UC Cooperative Extension County Director before the completion of the 13 month period.
- Alternatively, volunteers can have “Limited Active” status not to exceed one year. More information about this status and others is available in the UC Master Food Preserver Policy Handbook (see *Resources* section below).

What Counts as Volunteer Hours?

Volunteer hours are when volunteers provide educational outreach, either directly or indirectly.

- Any approved activity that is educational in nature
- Service on a UC Master Food Preserver committee
- Set up or clean up after a UC Master Food Preserver event or activity
- Research projects under supervision of UC Cooperative Extension or UC Agriculture and Natural Resources

What is not likely to count as volunteer hours?

- Attendance at UC Master Food Preserver social events not part of a business meeting
- Work for outside organizations
- Any paid work
- Physical labor except if the purpose is demonstration
- Travel time to and from volunteer activities unless travel is part of the project
- Time spent logging hours

What Counts as Continuing Education Hours?

Continuing education hours include time learning information used in the role of a UC Master Food Preserver Volunteer

- Educational portion of meetings
- Research for classes and articles
- Research-based publications
- Approved videos
- Training class audits

What is not likely to count as Continuing Education Hours?

- General cooking shows
- Non research-based information
- Topics not related to home food preservation
- Travel time to and from continuing education events

Confidentiality and Privacy

1. Private information (addresses, phone numbers, etc.) of UC Master Food Preserver volunteers shall not be shared with the public.
2. Private information (addresses, phone numbers, etc.) of clients and client lists shall not be shared with the public.

Conflicts of Interest

- UC Policy requires that programs and volunteers not engage in any activity that may constitute a conflict of commitment.
- The title UC Master Food Preserver cannot be used as part of a commercial interest.

Contracts, Grants and other Administrative Policies

- UC Master Food Preserver volunteers cannot sign contracts or obligate UC in any way.
- UC Master Food Preserver volunteers may write grants on behalf of UC but may not serve as the Principle Investigator.
- UC Master Food Preserver Program meetings are to be open to all volunteers unless the UC Cooperative Extension County Director deems the meeting to be confidential or of a sensitive nature.
- With support from the UC Cooperative Extension County Director, UC Master Food Preserver volunteers may engage in fundraising efforts to secure gifts, sponsorships and in-kind donations in support of the UC Master Food Preserver Program.
- The UC Master Food Preserver Program may participate and sponsor events that allow for cost recovery and program support.

Gifts to the UC Master Food Preserver Program (refers to both monetary and in-kind gifts)

- Refer all potential donors to UC Cooperative Extension County Director.
- Policy governing recognition of gifts is available at <http://ucanr.edu/sites/anrstaff/files/245215.pdf>.
- Specific donation amount may not be stated, though broad categories may be used.

Gifts to UC Master Food Preserver volunteers & other key stakeholders

- With UC Cooperative Extension County Director approval, non-cash gifts valued at no more than \$75.00 may be given to a volunteer or other key stakeholders.
- UC Master Food Preserver volunteers may not receive honoraria.

Insurance and Liability

- UC maintains self-insurance for general liability that protects UC Master Food Preserver volunteers from third party suits or claims when working as a volunteer.
- UC does not provide worker's compensation.
- When a volunteer uses his/her personal car, that individual's auto insurance coverage is primary and UC self-insurance is secondary. Insurance limits must be at the level required by UC, 50/100/50. This is above the California requirement of 15/30/5.

Financial Policies

- All money received by UCCE in support of local UC Master Food Preserver Programs are considered public funds and must be handled according to UC policy.
- The UC Master Food Preserver Program must collect and pay sales tax on all retail items sold except consumables.
- UC Master Food Preserver volunteers may be reimbursed for out of pocket expenses associated with service with prior approval of UC Cooperative Extension Staff.

COVID-19 Vaccination Policy

- [Vaccine policy for volunteers](#) is separate from the staff policy. There is no mandate for most volunteers. Vaccines for volunteers are required if a volunteer works in the capacity of staff or works regularly in the office (helpline desks).
- Vaccine [FAQs](#)

Collecting Race, Ethnicity and Gender (REG) Data

- This information is only collected at events using either pre-registration or on-site registration.
 - [Sample registration form for online events](#) (Survey #35461)
 - [Sample registration form for in-person events](#) (Survey #35460)
- On-site REG information is entered anonymously (and optionally) by the attendee on a form separate from the sign-in sheet.
- At general events without pre-registration, we only collect the number of contacts.
- Report monthly contacts and events at our [UC Master Food Preserver Classes/Events Totals](#) form.
 - [See the historical results of your entries](#) and generate reports.

Resources

- The UC Master Food Preserver Policy Handbook can be found at: <http://ucanr.edu/sites/anrstaff/files/1194.pdf>
- Talk to your local UC Master Food Preserver Coordinator/Community Education Specialist, UC Cooperative Extension County Director or the UC Statewide Master Food Preserver team: http://mfp.ucanr.edu/Contact/Statewide_Staff/
- Statewide website: <http://mfp.ucanr.edu/>