This is an excerpt from the Master Gardener Management Guide, pages 25-26

Required Statements

Equal Opportunity and Disability Statements

It is important that all understand and incorporate equal opportunity and disability statements into their volunteer service. This full statement must be included in all print and electronic marketing materials, including brochures, websites, and major marketing materials generally included in the footer of the document:

Full Statement: *Texas A&M AgriLife Extension provides equal opportunities in its programs and employment to all persons, regardless of race, color, sex, religion, national origin, disability, age, genetic information, veteran status, sexual orientation, or gender identity. The Texas A&M University system, U.S. Department of Agriculture, and the County Commissioners Courts Cooperating.*

The shortened statement must be included on newsletters and flyers, generally in the footer of the document:

Shortened Statement: *Texas A&M AgriLife Extension is an equal opportunity employer and program provider. The Texas A&M University system, U.S. Department of Agriculture, and the County Commissioners Courts Cooperating.*

The Disability Statement must be included in materials for any in-person public events:

Required Disability Statement: *Persons with disabilities needing accommodations for effective participation in the program should contact the County Extension Office at least one week prior to the program or event to request mobility, hearing, visual or other assistance.*

Required Commercial Products or Trade Names Disclaimer Statement

Master Gardeners should not recommend or endorse any commercial products, trade names, or businesses. Occasionally, examples of brand-name products may be included as a reference to describe options available to the community. For example, brand-name herbicide products that contain a specific active ingredient, or a list of books preferred by Master Gardeners. In these instances, the following disclaimer statement must be included:

The information given herein is for educational purposes only. Reference to commercial products or trade names is made with the understanding that no discrimination is intended and no endorsement by the Texas A&M AgriLife Extension Service is implied.