

Weeds Watch Out!
Stop Invasive Aquatic Plants

2005
Volunteer Training

W₂O!

Volunteer Resources



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Introduction to W₂O!

Dear Volunteer,

As a Weeds Watch Out! volunteer, you play a fundamental role in stopping the spread of invasive plants in our local waterways.

Maybe you decided to become a volunteer because you are currently dealing with invasive plants along your shoreline or favorite swimming spot—or **maybe** you've seen or heard about the problems these plants can cause and you want to prevent them from moving in.



By becoming a W₂O! volunteer and adopting a piece of shoreline or portion of a local waterway, you 1) relay important information about the presence (or absence!) and abundance of invasive aquatic plants and 2) have the opportunity to participate in control and removal efforts.

Volunteers make a difference.....



The information volunteers send us is used by educators, researchers, and local decision-makers to learn more about the plant's spread and distribution, and as a reference for where and what kind of control efforts are needed



Reporting invasive plant sightings at new locations is crucial to the "Early Detection and Rapid Response" strategy—with the help of volunteers, new infestations can be "nipped in the bud!"



Volunteers help "Spread the word—not the plants". By sharing information with family and neighbors about how invasive plants can be spread and controlled, volunteers help raise public awareness about aquatic weed management.



Volunteers serve as the work force for various plant control and removal projects: they hand-pull water chestnut at harvesting events and help construct and install benthic mats to suppress watermilfoil.

Weeds Watch Out! Volunteers are doing more than just "watching" - they are taking action! Volunteers form a network whereby data is collected, new knowledge is exchanged, and control projects are implemented.

Monitoring Methods

1. Learn to Identify Aquatic Plants

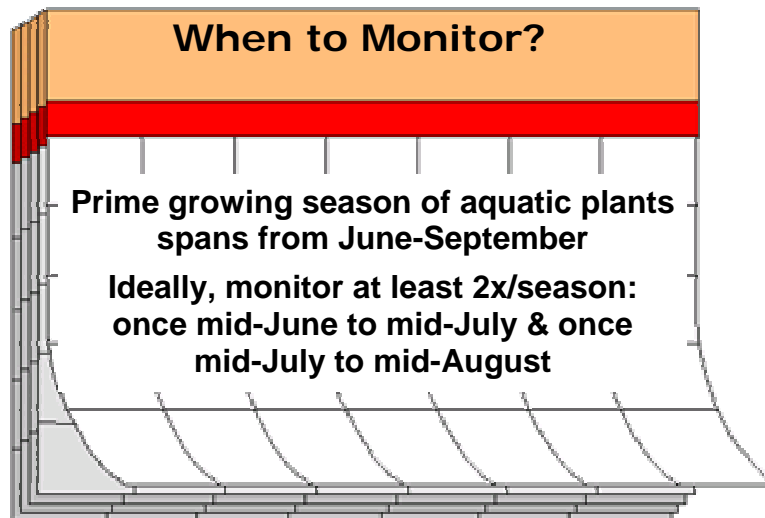
- Review your **W₂O!** Aquatic Plant Identification book and become familiar with different varieties of aquatic plants and their distinguishing characteristics.
- Participate in volunteer events and workshops to practice your I.D. skills

2. Choose and Get to Know your Site

- Choose a site where access is convenient and decide how large an area you would like to monitor.
- Learn where landmarks are within your adopted waterway and practicing matching your position to the location on a map. Understanding the relationship between a field location and where that point lies on a map is key to accurately documenting the location of the invasive plants you come across.
- Once you have chosen a site, include detailed information about it on your first monitoring report, and a map, if available.

3. Plan Your Monitoring Schedule

- The prime growing season of aquatic plants spans from about June through September; you only need to report to us during these months.
- You should check your adopted water at least once between mid-June and mid-July, and at least once between mid-July and mid-August.
- Invasive aquatic plants can be introduced anytime and by anybody, so checking more often is better — 3 or 4 checks per summer is ideal.



4. Look for Invaders

- Use your **W₂O!** Aquatic Plant identification book as a guide.
- Pick a day when the water is calm, rough water makes plants harder to see.
- A kayak or canoe makes surveying easiest, but wading also works.
- Boat slowly around the shoreline; polarized glasses may help if there is excessive glare, and binoculars may be useful if water is too shallow to get close.
- Pay particular attention to new plant growth in familiar areas.
- Be sure to check marshy areas, inlets, coves, and under docks
- If you suspect that a particular plant is indeed an invasive variety, identification is much easier when you can look closely at the plant. Use a rake to help you pull a plant from the water if you cannot reach it by hand.
- If you are unsure about a plant's I.D., take a sample of the plant and put it into a small zip-lock bag with a damp paper towel. You can save the plant for closer examination at a later time and/or ask for assistance or confirmation about the identification.

5. Record your visit

- Always fill out a data sheet completely. Even if no invasive plants or no new infestations are present, the information is still valuable!
- Depending on the size of your adopted area, one or more data sheets will need to be filled out. Large adopted areas (such as entire lakes or large portions of a waterway) can be divided into grids, and one data sheet will be completed for each grid.
- Need more data sheets? You can download the form as a PDF or word document on the Weeds Watch Out! web site: www.co.cayuga.ny.us/wqma/weedswatchout

6. What to do if you discover a new infestation

- If you find a few invasive plants in a new area, and you are able to, pull the entire plant out.
- Take care to pull from the base of the plant, including as much of the roots as possible.
- The plants should be discarded on land, away from the shore.
- If hand-pulling is not feasible, or if the discovered infestation is already of considerable size – notify Cornell Cooperative Extension of Onondaga County immediately (315) 424-9485. Remember to document the location and fill out the data sheet! If you pulled the plant out, make note of it on the form.

7. Send in your data sheets

When you are finished monitoring your area, submit your data sheet. There are 2 options for submitting your information:

- Regular Mail: CCE-Onondaga County
Attn: W2O! coordinator
220 Herald Place, 2nd Floor.
Syracuse, NY 13202
- Email: onondaga@cornell.edu

Monitoring Checklist



Items to have available while monitoring:

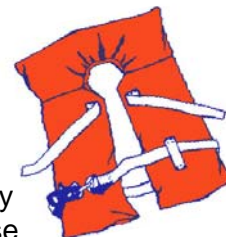
- W₂O!** Monitoring Form
- W₂O!** Aquatic Plant Identification Book
- Garden rake
- Ziploc bags and paper towels (for preserving plants for future identification)
- Safety Equipment (life vests, first aid kit)
- Clipboard
- Pens/pencils
- Maps

Optional items:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Sunglasses | <input type="checkbox"/> Binoculars |
| <input type="checkbox"/> GPS Unit | <input type="checkbox"/> Cell Phone |
| <input type="checkbox"/> Bottle of Water/Snacks | |

Safety and Waterway Protection

Water Safety for Weed Watchers

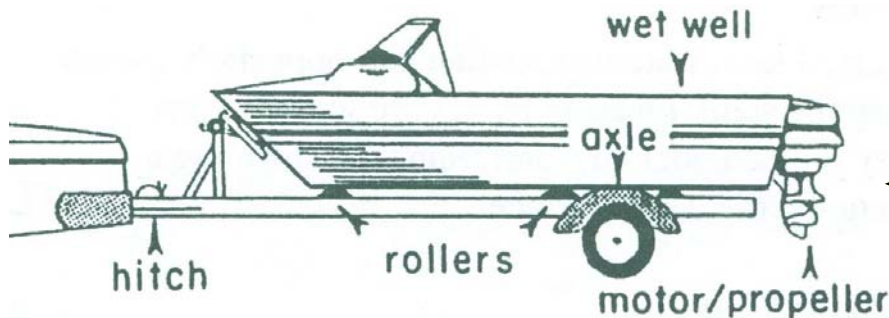


- Always wear a life vest.
- Stay aware of the other boats and personal watercraft around you. On very sunny days, the glare off water can obscure other boaters' vision and increase the risk of collisions.
- Protect Your Feet! Wear water shoes or sandals when walking in water where there may be water chestnuts or zebra mussels. Zebra mussels have sharp edges, and water chestnut seeds have large, sharp thorns that are painful to step on.
- Check the weather forecast. Do not go on water when thunderstorms are in the forecast.
- Always let someone know where you will be and how long you expect to be gone before going out sampling.
- Proceed with caution when boating or entering the water after a heavy rain. The current is often very fast in creeks and rivers after heavy rains, and in all water bodies, sediment can make the water very turbid and wash pathogens from land into the water.

Clean Your Equipment—No Hitch Hikers!

Help prevent the spread of invasive aquatic organisms between bodies of water.

- Always drain or empty water on land before moving between waterways. This includes bilges, buckets, boat motors, etc. Even water that appears clear can contain organisms such as water fleas, plant seeds, zebra mussel eggs, and microscopic larvae.
- Discard on land any aquatic plants that you pick up when sampling. Also, inspect your monitoring equipment, including rakes and boats, and discard any plant debris on land.
- Inspect your boat, trailer, and boating equipment (anchors, centerboards, rollers, axles) and remove any plants and animals that are visible before leaving any waterbody.



How to Use a GPS Unit

What is GPS?

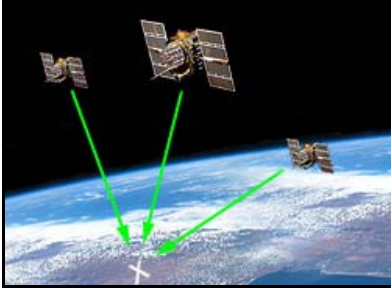


Image property of GeoPlane Services

GPS stands for Global Positioning System. A network of satellites transmits coded information that is picked up by a GPS mapping receiver. This GPS mapping receiver allows a person to determine their exact location on the earth and allows them to record this information. Each location recorded is known as a waypoint. By taking a GPS unit to your monitoring location and recording a waypoint, we will know exactly where your monitoring location is.

The location of the waypoint is recorded in latitude and longitude. Latitude is the distance north or south of the Equator. For latitude, the Equator is the line of 0°, the North Pole is 90° N and the South Pole is 90° S. Every point in between would have a latitude between 0° and 90° and in the Northern Hemisphere, where we are located, they would all be North (N). An example of latitude would be 37° 00.00 N. Longitude is the distance east or west of the Prime Meridian located in Greenwich England. Longitude is measured in degrees east or west of the Prime Meridian, which is considered 0°. Longitude runs from 0° to 180° E and 180° W. An example of longitude is 119° 00.00 W

How to Do I Use the GPS Unit?

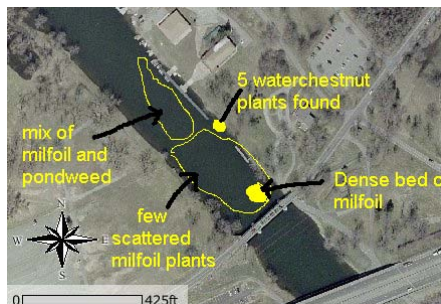
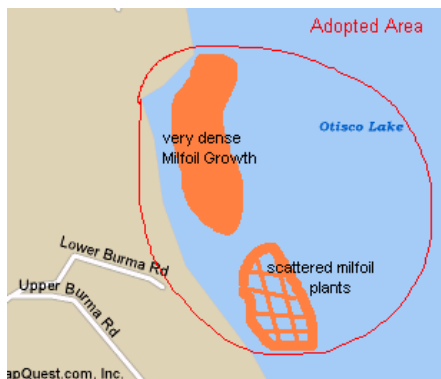
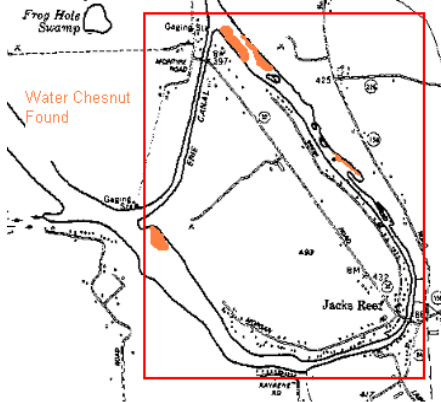
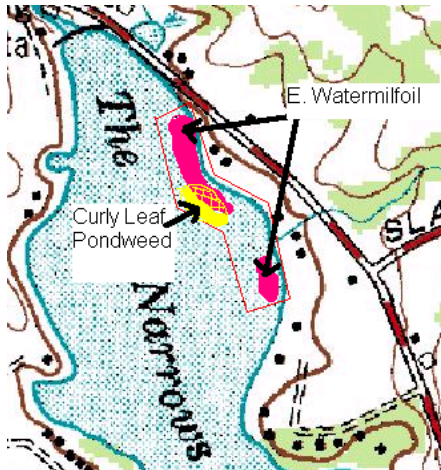
Each GPS Unit comes with an instruction booklet that explains its use. The following is a basic instruction. The meaning of the symbols on the GPS unit can be found in the instruction booklet on page 7.

Saving a Waypoint

1. Turn on the GPS Unit
 - o Press the Power key
 - o Press Enter key to agree with the warning screen
2. Getting a Position Fix
 - o The antenna needs a relatively unobstructed view of the sky in order to receive information from the satellites
 - o Hold the GPS unit in your hand with the antenna pointing upward
3. Saving a Waypoint
 - o Press the Menu key
 - o Use arrows to highlight “Mark” and press Enter key
 - o Record the name that is on the screen on the **W₂O!** Monitoring Report sheet. It should look similar to the following example: WPT001
 - o Record your location on the **W₂O!** Monitoring report sheet. It should look similar to the following example:
37° 00.00 N
119° 00.00 W
 - o The “Save” button will be highlighted. Press enter to save the waypoint.



Monitoring With Maps



Using a map of the area you have chosen to “adopt” and monitor can be a helpful tool. Shown at the left are a few examples of how maps can be used to keep track of invasive aquatic plants and share information.

- Draw Your Own Map –
(including landmarks, streets, buildings, buoys.)
- OR
- Download Maps for Your Area from the Web-

Terra Server

www.terra-server.com

Enter your address or search for a street to see the topographic map or aerial map of that location. *Complete with latitude-longitude information.

Syracuse-Onondaga County Web Maps

www.maphost.com/syracuse-onondaga

Look at aerial photographs, tax parcels, municipal boundaries, and roads.

NYS GIS Clearinghouse

www.nysgis.state.ny.us/quads/usgsdrq.htm

Click on a block of NYS for access to whole USGS topographic maps and DOT quadrangle maps.

TopoZone

www.topozone.com

Search for a city, town, or waterbody for interactive topographic maps with various coordinate systems and scale options.

For Assistance – Contact Cooperative Extension of Onondaga County

Once you have found a map of your area make some photocopies and use it for reference and as a visual representation to compliment your data report form–

- Outline the boundaries of your “adopted” area
- Circle or draw the locations where plants are found
- Use colors or shading to indicate plant density, or mixtures of plant varieties
- Use arrows and make notes
- Note where you were able to hand-pull or remove plants

Remember to practice matching your “ground location” with your location on the map!



Monitoring Report—EXAMPLE

1. YOUR INFORMATION

Name: Wendy Weedwatcher
Address: 123 West Lake Rd., Auburn, NY 13021
Phone: (123) 456-789
Email: ww@weeds.com

2. MONITORING LOCATION

Water Body Name: Owasco Lake
Description: 123 West Lake Rd., Point to Corner Store

Landmarks: _____

Bouy Numbers: _____

GPS Coordinates: (Lat/long) to Lat/Long

Length of Area: 1000 feet

3. DATE OF MONITORING

(mm/dd/year) 07/19/05

4. WHAT INVASIVE PLANTS WERE FOUND?

Plants Found:	Location:
<input checked="" type="checkbox"/> Eurasian watermilfoil	<u>Entire length of shoreline</u>
<input checked="" type="checkbox"/> Curly leaf pondweed	<u>2 beds, lat/long and lat/long</u>
<input checked="" type="checkbox"/> Water chestnut	<u>New location: lat/long, south of point</u>
<input type="checkbox"/> Hydrilla	_____
<input type="checkbox"/> European Frogbit	_____
<input type="checkbox"/> Fanwort	_____
<input type="checkbox"/> Parrot feather	_____
<input type="checkbox"/> Starry stonewort	_____
<input type="checkbox"/> Brazilian Elodea	_____

5. ESTIMATE THE ABUNDANCE OF INVASIVE PLANTS WITHIN THE SITE:

	Few:	Common:	Very Abundant:	% coverage of total site
Eurasian watermilfoil	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>100%</u>
Curly leaf pondweed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>60%</u>
Water chestnut	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>5%</u>
Hydrilla	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
European Frogbit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fanwort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Parrot feather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Starry stonewort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Brazilian Elodea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

6. COMMENTS:

Watermilfoil mats observed floating 50 feet out from shore. Water Chestnut found, 10 to 15 plants along shore.

7. OF THE PLANTS FOUND, WHICH WERE YOU ABLE TO REMOVE? EXPLAIN.

I pulled water chestnut plants and disposed of them in compost pile.

8. YOUR TIME

Time spent "in the field": 2 hours

Time spent traveling to/from site: 10 min.

Other time spent on project: 30 minutes taking pictures

9. REPORT IT!

Return your form to Cornell Cooperative Extension (315-424-9485)

Mail it:	Email it:	Send it on the Web:
CCE-Onondaga County 220 Herald Pl, 2nd Floor Syracuse, NY 13202	onondaga@cornell.edu	www.co.cayuga.ny.us/ wqma/weedswatchout



Monitoring Report

1. YOUR INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

2. MONITORING LOCATION

Water Body Name: _____

Description: _____

Landmarks: _____

Bouy Numbers: _____

GPS Coordinates: _____

Length of Area: _____

3. DATE OF MONITORING

(mm/dd/year) _____

4. WHAT INVASIVE PLANTS WERE FOUND?

Plants Found:

Location:

- | | |
|--|-------|
| <input type="checkbox"/> Eurasian watermilfoil | _____ |
| <input type="checkbox"/> Curly leaf pondweed | _____ |
| <input type="checkbox"/> Water chestnut | _____ |
| <input type="checkbox"/> Hydrilla | _____ |
| <input type="checkbox"/> European Frogbit | _____ |
| <input type="checkbox"/> Fanwort | _____ |
| <input type="checkbox"/> Parrot feather | _____ |
| <input type="checkbox"/> Starry stonewort | _____ |
| <input type="checkbox"/> Brazilian Elodea | _____ |

5. ESTIMATE THE ABUNDANCE OF INVASIVE PLANTS WITHIN THE SITE:

	Few:	Common:	Very Abundant:	% coverage of total site
Eurasian watermilfoil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Curly leaf pondweed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water chestnut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hydrilla	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
European Frogbit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fanwort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Parrot feather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Starry stonewort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Brazilian Elodea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

6. COMMENTS:

7. OF THE PLANTS FOUND, WHICH WERE YOU ABLE TO REMOVE? EXPLAIN.

8. YOUR TIME

Time spent "in the field": _____

Time spent traveling to/from site: _____

Other time spent on project: _____

9. REPORT IT!

Return your form to Cornell Cooperative Extension (315-424-9485)

Mail it:

CCE-Onondaga County
220 Herald Pl, 2nd Floor
Syracuse, NY 13202

Email it:

onondaga@cornell.edu

Send it on the Web:

www.co.cayuga.ny.us/
wqma/weedswatchout

Managing Water Chestnut

Water chestnut is an annual plant. The only part of the plant that survives the winter is the seed. This means that if you can limit the number of seeds that are produced by the plant, you can limit the amount of water chestnut plants in future years. Because seeds can remain in the sediment for several years before sprouting, it may take more than one season of control efforts before the “seed bank” (seeds that have accumulated in the bottom sediment) becomes depleted. Fortunately, water chestnut does **not** reproduce by plant fragments.



Water chestnut rosette (left) and seed, or “nutlet”. Photos by Kelly Fallone, CCE of Cayuga County.

Physical Control of Water Chestnut

Hand Pulling:

Hand pulling water chestnuts is not like pulling “baked in the ground” weeds from a garden. The roots of water chestnut are very shallow, so pulling is easy and very satisfying. Hand pulling only targets undesirable plants so it can be safely used in any environment. However, it is labor intensive and may not be practical for large established infestations.

Harvesting:

Large areas of water chestnut may be better managed with a mechanical harvester. Harvesting water opens waterways for use by cutting *and removing* the plants from the water. To be effective, the plants must be harvested before the seeds drop. However, weed harvesters cut native/beneficial plants as well as invasives, and can also kill fish and other aquatic life. Weed harvesters are expensive and labor intensive to operate, and large amounts of plant material must be disposed of on land.

Currently, water chestnut can be controlled using mechanical/physical and/or chemical controls, depending on the water body. No matter which method or combination of methods are chosen, control must occur before the seeds drop from the plant. Research is currently underway to find a suitable biological control agent for water chestnut.

Guidelines for Hand Pulling

- Pull before the seeds mature in mid August.
- Pull as much of the plant as possible.
- Start at the edge of the infestation and work your way in.
- Dispose of the plant by composting on land or in the trash.
- Coordinate hand-pulling with mechanical harvesting, especially where large infestations exist.
- Protect your toes! Wear old sneakers.



Hand pulling water chestnut.

Biological Control of Water Chestnut

The purpose of biological control is to control the invasive plant by reuniting it with its predator. Years of extensive research must be conducted to ensure that the herbivore prefers the plant "exclusively". Research is currently under way at Cornell University to find a biological control agent for water chestnut.



Water chestnut infestation on the Seneca River, just east of Cross Lake. Photo by Kelly Fallone, CCE of Cayuga County.



Close-up view of developing nutlets on the rosette. Photo taken by Kelly E. Somerlot. Onondaga County CCE

Chemical Control of Water Chestnut

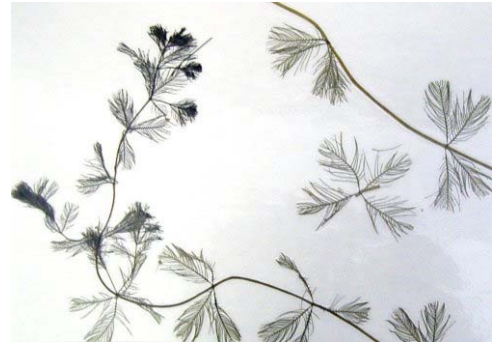
Herbicides are another tool available to manage water chestnut. Herbicides may be more practical than hand-pulling for large infestations but their use is limited by waterbody characteristics. Also, herbicides may negatively impact non-targeted plants and animals.

In New York State, chemical applications require a permit and must be done by a certified pesticide applicator. Monitoring and signage is also required. To obtain a permit or additional information, contact the NYS Department of Environmental Conservation's Bureau of Pesticides: 1-800-388-8244. The permit process takes about 6 months, so plan accordingly.

Adapted from "Aquatic Plant Management: Focus on Water Chestnut" (Cornell University Cooperative Extension of Onondaga County, 2004).

Managing Eurasian Watermilfoil

Once Eurasian watermilfoil is established, there is no known way to completely eradicate it. The best strategy is to control existing stands and limit its spread to other parts of the lake. Because Eurasian watermilfoil spreads by fragmentation, harvesting may not be the best option for control. In addition, like lawn mowing, harvesting only reduces the height of the plant temporarily and requires repeated cutting, which can be expensive.

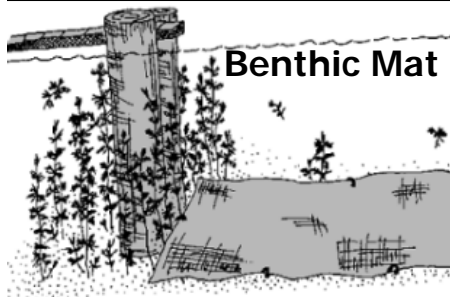


*Eurasian Watermilfoil, Kelly E. Somerlot,
Onondaga County CCE*

Physical Control of Eurasian watermilfoil

Bottom barriers/Benthic Mats:

Light-blocking bottom barriers, or benthic mats, block sunlight from reaching plants underneath and prevent growth and seed production. However, they are not species specific and may degrade fish spawning habitat. Barriers are most appropriate for localized areas such as swimming areas, around docks, and in boat lanes.



Bottom barriers require a permit from the NYS Department of Environmental Conservation. Please check with the New York State Department of Environmental Conservation before any work is done to get any permits that may be required: (315) 426-7400 for Region 7 which includes Broome, Cayuga, Chenango, Cortland, Onondaga, Oswego, Madison, Tioga and Tompkins counties.

Things to Know Before Applying for a Permit to Install a Benthic Mat

- Is the area of concern predominately *E. milfoil*? Do you know if the biological predators of *E. milfoil* are present?
- Have you researched other control methods for the site? Why are they not practical?
- Do you have access to a Geotextile (gas permeable) material for the mat and clean rocks to hold it down?
- Who will be placing/removing and maintaining the benthic mat? What means of placement/removal/maintenance will be used, ie divers, by hand, etc.?
- What information do you know about private water intakes and other structures on either side of the site?
- Will you be able to place the benthic mat before May 1st?

Suction dredging:

Requires a qualified diver and special hoses that suck up all parts of the plant from the sediment. This procedure is plant specific and can reduce mass. However, it may cost up to \$165-\$250, 500 sq. ft/ hour and can stir up sediment.

Suction dredging requires a permit from the NYS Department of Environmental Conservation. Please check with the New York State Department of Environmental Conservation before any work is done to get any permits that may be required: (315) 426-7400.



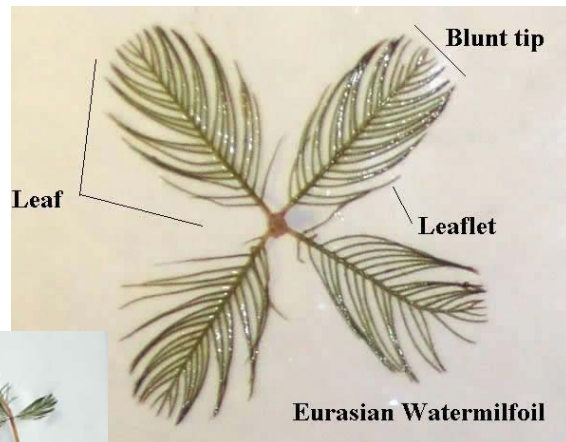
Eurasian Watermilfoil, Kelly E. Somerlot, Onondaga County CCE

Biological Control of Eurasian watermilfoil

Biological Control is the use of predators or herbivores to reduce populations of aquatic weeds. Researchers from Cornell University are studying two insects that feed on Eurasian watermilfoil: an aquatic moth (*Acentria ephemerella*) and aquatic weevil (*Euhrychiopsis lecontei*).

According to the research, both insects exist in every lake in New York State. Although the introduction of weevils into milfoil infested lakes does not seem effective, there is some indication that the introduction of the moth may be helpful at reducing milfoil stands. More research is needed to confirm this assumption.

In addition, there is some concern that using harvesters to control milfoil removes the moths and weevils and thereby reduces their effectiveness.



Managing Curly Leaf Pondweed



Curly-leaf pondweed, Photo provided by NYSDEC Lake Services Section

Young curly leaf pondweed plants form under ice cover during late winter which makes this invasive one of the first nuisance aquatic plants to emerge in the early spring. In the early summer months, curly leaf pondweed forms turions, or hardened stem tips, which overwinter and sprout new plants in the spring.

Curly leaf pondweed spreads in many ways: turions, which look like small brown pine cones, are dispersed by water movement; established plants form large colonies from rhizomes; and curly leaf pondweed can also spread by fragmentation.

Physical Control of Curly leaf pondweed

Management activities should be undertaken in spring or very early summer to have the maximum benefit. Physical methods can be effective at controlling the plants in specific areas where they are causing a nuisance such as around docks and swimming areas. Physical control includes raking, cutting or harvesting vegetation, but because curly leaf pondweed can be spread by fragmentation, care should be taken to prevent fragments from being carried away by water. There is some evidence that early season cutting of pondweed at the sediment surface can prevent turion production.

Publicity Release Form

I, the undersigned, hereby

- A. Do consent and authorize, or

- B. Do Not consent and authorize,

(Circle One of Underlined Statements Above)

the Use or Reproduction, by Cornell University Cooperative Extension of Onondaga County, of any and all photographs, slides, films, digital images, sketches and any other audiovisual materials taken of my son/my daughter/my ward and/or me taken during any authorized Cooperative Extension event or activity for publicity, advertising, promotional printed material, educational activities, exhibitions or any other use for the benefit of Cornell University Cooperative Extension programs.

By not consenting or authorizing, I understand my involvement in Cornell University Cooperative Extension programs is not jeopardized in any way.

If this release agreement is being signed for a child/ward I certify that I am the Parent/Guardian authorized to sign this release.

Name of Child/Ward: _____
PRINT NAME

Name of Volunteer or Parent/Guardian: _____
PRINT NAME

Signature: _____ Date: _____
Volunteer or Parent/Guardian

Volunteer Policy

Cornell Cooperative Extension (CCE) Associations engage thousands of volunteers annually in a variety of settings carrying out the mission and purposes of the organization. CCE Association Volunteers are individuals who neither receive nor expect to receive any monetary compensation for performance of services directly related to the business of CCE, to support its activities, or to gain experience in specific endeavors.

W₂O! Weed Watchers are considered *casual volunteers*. CCE casual volunteers are individuals who accept a limited volunteer assignment with CCE. According to the Cornell Cooperative Extension Volunteer Involvement Policy, a casual volunteer is...

“an individual who...accepts a limited volunteer assignment which will be defined as such at the outset of the assignment...Casual Volunteers are not required to sign a volunteer agreement. As casual volunteers are not subject to CCE procedures for screening and selection of volunteers, they must not have on-going, unsupervised contact with minors, individuals over 65, or individuals with disabilities.”

From: Cornell Cooperative Extension Volunteer Involvement Policy. DRAFT. November 16, 2004.

Volunteer Code of Conduct

Cornell Cooperative Extension (CCE) Volunteers are required to accept and adhere to the following standards of behavior when engaged in assigned volunteer activities.

I accept responsibility to represent CCE with dignity and pride conducting myself as a positive role model for program participants. I will adhere to the following standards of behavior.

To maintain a responsible relationship with Cornell Cooperative Extension I will:

- o respect and adhere to CCE rules, policies and guidelines that relate to volunteer activity and the program I serve;
- o execute CCE business in an ethical manner;
- o preserve the confidentiality of information about program participants and CCE internal affairs that has been entrusted to me;
- o refrain from using my CCE volunteer status for personal or business financial gain;
- o fulfill my assigned volunteer duties, including completion of required records or reports, in a timely manner;
- o use time wisely and work cooperatively with Extension staff and other volunteers;
- o participate in required training programs and use the recommended policies and procedures;
- o accept supervision and support from professional Extension staff and/or management volunteers;

To maintain a respectful relationship with individuals encountered through volunteer activities I will:

- o respect and uphold the rights and dignity of all staff, other volunteers and all individuals who participate in CCE programs recognizing that people's values, beliefs, customs, and strengths differ;
- o encourage participation of and respect for individuals of diverse backgrounds, cultures, and perspectives;
- o commit no illegal or abusive act;

To maintain a safe and healthful environment for program participants I will:

- o follow child protection guidelines;
- o refrain from the use of alcohol and inappropriate language, especially in the presence of minors and, never attend or participate in a CCE activity or event under the influence of alcohol or controlled substances;
- o use tobacco products only where legally permitted and refrain from the use of tobacco products while conducting or assisting in any Extension program or in other group situations that may glamorize such use in the eyes of young people;
- o bring no firearm to any CCE program except when essential to the purposes of the program;
- o use any potentially dangerous item in accordance with the safety procedures prescribed for the program;
- o report all unsafe conditions and accidents to professional Extension staff as soon as possible;
- o handle any animals, machinery, equipment, vehicles or other CCE property that has been entrusted to me in a safe and responsible manner;
- o observe all state and federal laws with respect to power equipment and minors.

Contacts



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Cooperative Extension



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CAYUGA COUNTY

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ONONDAGA COUNTY

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Cayuga Lake Watershed Network

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Seneca Lake Pure Waters Association

315-781-4398
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Cayuga County Department of Planning & Development

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W₂O! Website

www.co.cayuga.ny.us/wqma/weedswatchout

