

APPLICANT FOR 4-H VOLUNTEER POSITION– **APPLICATION RECEIVED**

Sample 1

«Date»

«First_Name» «Last_Name»

«Address»

«City» «State» «Zip»

Dear «First_Name»,

Thank you for your interest in serving as a certified 4-H volunteer in the Oklahoma 4-H Youth Development program. Your application has been received and will be reviewed. Applicants will be notified of the applications status by <date>.

If the Volunteer Advisory Committee approves your application you must attend the following orientations to complete the certification process.

Date	Time	Orientation	Location/online
		Brown Bag Lunch 4-H PYD Orientation	
		Evening 4-H PYD Orientation	
		OK Working with Minors Training	/http://campus.extension.org
		OK Title VII & IX	/http://campus.extension.org

Thank you for your willingness to share your time, talents and resources with the Oklahoma 4-H program.

Sincerely,

<name>
Extension Educator
4-H Youth Development Programs