

APPLICANT FOR 4-H VOLUNTEER POSITION– **APPLICATION APPROVED**
Sent to approve applicants, notifying them of orientation session.

Sample 2

«Date»

«First_Name» «Last_Name»

«Address»

«City» «State» «Zip»

Dear «First_Name»,

Your volunteer application has been reviewed and accepted. The Oklahoma Cooperative Extension Service is pleased to welcome you as a 4-H Volunteer in _____ County. We feel you will be a valuable addition to our program.

To complete the certification process you must complete the following orientations.

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

Please RSVP, to the Extension Office as to **the session you plan to attend by** _____. When all sessions are completed your enrollment and certification will be “approved.”

The following topics are addressed during the Youth Development orientation:

- Positive Youth Development – OCES, Education through project work, Life Skills Development, Recognition Model and Experiential Learning.
- Program Policy - Policy #5 and review Affirmative Action statement
- Structure of Local and County 4-H Program - Review organizational structure
- Managing Risk – Liability, Insurance, Transportation, Chaperoning, Code of Conduct, Youth and Adult Medical Form(s)
- Continuing Education Opportunities – County, District and State
- Maintaining Certification

Please feel free to call us if you have questions.

Sincerely,

<name>

Extension Educator

4-H Youth Development Programs