

APPLICANT FOR 4-H VOLUNTEER POSITION – **COMPLETED CERTIFICATION PROCESS**

Letter sent to new volunteers who have completed all of the steps in the certification process. They are now officially “certified.”

Sample 4

«Date»

«First_Name» «Last_Name»

«Address»

«City» «State» «Zip»

Dear «First_Name»,

Welcome to the Oklahoma 4-H family. We are excited you have chosen to share your time, talents and resources with the 4-H organizations.

Since you have completed the certification process, you are officially recognized as “certified” 4-H volunteers. Enclosed is a certificate designating your recognition.

As a reminder, to maintain your “active” status, volunteers are expected to participate in two Parent-Volunteer Continuing Education opportunities during the program year. The 4-H Youth Development Orientation, Working with Minors and Title VII & IX training fulfill two credits during your initial year.

Continuing education is our means for providing volunteers an opportunity for

- Continued intellectual growth,
- A means for learning new information,
- Improving skills,
- Preparing for responsibility,
- Being involved in teaching others,
- Adapting to change,
- Understanding context and theory, and
- Preventing burnout.

Check out the Oklahoma 4-H webpage (<http://4h.okstate.edu/>), our county newsletter and website and general correspondence from our office for the latest information regarding programming for youth and adults. Please do not hesitate to call and ask questions.

Sincerely,

<name>

Extension Educator

4-H and Youth Development Programs

Attachment:

Certificate

of

Certification