

CERTIFIED VOLUNTEERS – CONTINUING EDUCATION REMINDER

Send this letter about ½ - ¾ of the way through the program year to volunteers who are not meeting continuing education requirements.

Sample 7

«Date»

«First_Name» «Last_Name»

«Address»

«City» «State» «Zip»

Dear «First_Name»,

Thank you for your interest in being a 4-H volunteer. We are pleased you have completed the enrollment process.

In order to maintain your status as a certified 4-H volunteer in _____ County, you must attend four (4) Parent-Volunteer Continuing Education sessions and renew your Working with Minors and Title VII & IX training each year. Two of the four continuing education credits are to be received at the county level. The other two credits can be attained at the county, district or state levels, through OCES 4-H Volunteer Self-study units or may even be professional development related to youth work/4-H subject matter offered by another agency. Any noted combination of continuing education is sufficient.

According to our records, you have not completed continuing education necessary to maintain your volunteer certification. If you believe our records are incorrect or you have documentation of participating in a continuing education opportunity, please contact us at your earliest convenience. The Extension Office must have official documentation of participation in any continuing education not provided by our office no later than August __, 20__.

To assist in keeping your certification current we have noted the remaining opportunities for this 4-H year.

Date	Time	Continuing Education Opportunity	Location
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We value you as a 4-H volunteer and respect the important contributions you make to our members and program. Without completing the necessary requirements, we must recognize your volunteer status as “inactive”. By participating in the training opportunities noted above you will retain your “renewed” status as a certified 4-H volunteer with the rights and privileges that come with certification.

Thank you for your support in providing our membership with an educational and memorable 4-H experience.

Sincerely,

<Name>

Extension Educator

4-H and Youth Development