

CERTIFIED VOLUNTEER ON PROBATION –NOTIFIED OF PROBATION STATUS

At the end of the program year, send to volunteers who **did not complete continuing education** requirements and who received *letter 7*.

Sample 8

«Date»

«First\_Name» «Last\_Name»

«Address»

«City» «State» «Zip»

Dear «First\_Name»,

4-H offers opportunities for new friendships, personal growth and development and the fulfilling experience of watching children explore and develop in a positive and safe environment.

On<date> a letter was sent notifying you that according to our records, you had not completed the requirements to maintain your “active” membership and certification status. The letter described opportunities that could be recorded as continuing education credit.

As of <date>, you will be on a probationary status until requirements have been fulfilled. Probation means, that during the next program year you must attend four (4) Parent-Volunteer Continuing Education sessions and renew the Working with Minors and Title VII & IX training.

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 or 4-H subject matter offered by another agency. Any noted combination of continuing education is sufficient. As we have discussed, your membership status will be returned to “active” when certification requirements are complete. Until that time, your enrollment will remain “inactive.”

Enclosed is a schedule of 4-H Parent-Volunteer Development opportunities scheduled for the \_\_\_\_\_ year. We encourage you to mark these programs on your personal and family calendar(s). Each of these programs will be an investment for yourself and our 4-H members.

Please let us know if we can be of assistance. Thank you for your support in our effort to provide all members with an educational and memorable 4-H experience.

Sincerely,

<name>

Extension Educator

4-H and Youth Development Programs

Attachment: Parent-Volunteer Continuing Education Schedule