

CERTIFIED VOLUNTEER ON PROBATION – SPRING REMINDER TO VOLUNTEERS ON PROBATION

Send only to volunteers who are on probation because they did not complete requirements for certification and they were notified by receiving letter 8 in the fall. This is the last reminder they will receive before being placed on “inactive” status.

Sample 9

«Date»

«First_Name» «Last_Name»

«Address»

«City» «State» «Zip»

Dear «First_Name»,

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

During the _____ 4-H program year, you completed the enrollment process to be a certified 4-H volunteer. On <date>, a letter was sent notifying you that according to our records, you had not completed the requirements to maintain your certification. The letter listed programs that could be recorded as continuing education credit.

A second letter, dated <date>, was sent stating that your status as a certified 4-H volunteer in _____ County was being placed on a one-year probationary status. It was explained that this meant that during the 20__-__ program year you needed to attend a minimum of four (4) continuing education opportunities and renew the Working with Minors and Title VII & IX training to be returned to an “active” membership status.

According to our records, these requirements are have not yet been fulfilled for the current year. If you believe our records are incorrect and you have continuing education documentation please contact us at your earliest convenience. The Extension Office must have official documentation of any continuing education obtained through outside sources.

To assist you 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” and your certification and membership will be “archived.” By participating in the training opportunities noted above you will retain your certified status as a 4-H volunteer with the rights and privileges that come with this certification.

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

Sincerely,

<name>

Extension Educator

4-H and Youth Development Programs