

- * Edit/fill-in the blanks and send letter/email to volunteers who have not completed one or more of the steps in the certification process.
- * Copy letter to stationery/letterhead. Double check all hyperlinks.
- * Upload a copy of the letter/email to their online profile.

«Date»

«First_Name» «Last_Name»

«Address»

«City» «State» «Zip»

Dear «First_Name»,

This is a friendly reminder that you need to complete one or more of the following requirements to be a certified volunteer.

- OK 4-H Youth Development Orientation** (New applicant only) - <date>, <time>, <location>
- OSU/4-H Working with Minors Guidelines** – Complete online <hyperlink>, or in person <date>, <time>, <location>
- OCES Civil Rights for Volunteers** – Complete online <hyperlink>, or in person <date>, <time>, <location>
- Background Check** through Sterling Volunteer
- Other:**

[Paragraph for New Volunteer] We are committed to assisting our volunteers in completing the certification process within 90 days of enrollment. According to our records your enrollment must be completed no later than <date> or the enrollment may be deleted/cancelled.

[Paragraph for Returning Volunteer] We are committed to assisting our volunteers in completing the annual enrollment process no later than December 1. If your enrollment is not in “Active” status at that time you will not be allowed to work with youth unsupervised and protections provided by certification will be limited.

Please contact me as soon as possible as to how we can be of assistance. If things have changed and you are no longer interested in being certified, please notify the Extension office.

Sincerely,

<name>

Extension Educator

4-H Youth Development Programs

<email>

<phone>