

ENROLLMENT–FINAL NOTICE **CERTIFICATION PROCESS INCOMPLETE**

- * Edit/fill-in the blanks and send letter/email to volunteers who have not completed certification/enrollment process in a timely manner.
- * Copy letter to stationery/letterhead.
- * Upload a copy of the letter/email to their online profile.

«Date»

«First_Name» «Last_Name»

«Address»

«City» «State» «Zip»

Dear «First_Name»,

Thank you for applying to be a certified 4-H volunteer. According to our records you have not completed the requirements noted in previous communications.

(Paragraph for New Volunteer) This communication is to notify you that your application will be cancelled/deleted in the enrollment system as of <date>. At a time more convenient, we welcome you to re-apply for certification.

(Paragraph for volunteers renewing enrollment.) This communication is to notify you that your enrollment will be rolled back to inactive/cancelled as of _____. As of this date you must be supervised/in the presence of an Extension educator and/or certified 4-H volunteer until which time all requirements are completed.

If you are still committed to being certified, please contact the Extension office before <date> and we will assist you in completing the process.

We hope you are still interested in joining our team and contributing to the growth the 4-H program.

Sincerely,

<name>

Extension Educator

4-H and Youth Development Programs