

- * Contact district and state office.
- * Edit/fill in the blanks and send letter/email to NEW volunteers who are denied certification before a background check. Denial based on BC will be managed by the State.
- * 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»,

After careful consideration, _____ County Cooperative Extension does not find your qualifications compatible with our needs and services in the position of 4-H volunteer in the Oklahoma 4-H program. For this reason, your application has been denied.

Thank you for your interest.

Sincerely,

<name>

Extension Educator

4-H Youth Development Programs

<email>