

APPLICANT FOR 4-H VOLUNTEER POSITION – **NEED TO COMPLETE CERTIFICATION PROCESS**  
Second notification of need to complete certification process.

Sample 5

«Date»

«First\_Name» «Last\_Name»

«Address»

«City» «State» «Zip»

Dear «First\_Name»,

During the \_\_\_\_\_ program year, your application to become a certified 4-H volunteer was reviewed and approved by the County Volunteer Advisory Committee. According to our records you need to complete  New Volunteer Orientation,  Working with Minors Training and/or  Title VII & IX Training.

Please take advantage of the following opportunities. If there is a hardship which does not allow for attendance please call me to discuss alternatives.

Date	Time	Orientation	Location/online
		Brown Bag Lunch 4-H PYD Orientation	
		Evening 4-H PYD Orientation	
		OK Working with Minors Training	<a href="http://campus.extension.org">/http://campus.extension.org</a>
		OK Title VII & IX	<a href="http://campus.extension.org">/http://campus.extension.org</a>

**Please RSVP**, to the Extension Office, **the session you plan to attend by \_\_\_\_\_**. Please understand enrollment continues to be “pending” and you are not recognized as a “certified” volunteer until all trainings have been completed.

If you have chosen not to complete the certification process your application will be deleted and the form destroyed at your request. Please inform our office of your preference before August 31, 20\_\_.

We hope you are still interested in joining our team and contributing to the growth the 4-H program. Please let us know if we can be of assistance.

Sincerely,

<name>

Extension Educator

4-H and Youth Development Programs