

RECOGNITION: **ANNUAL CONTINUING EDUCATION REQUIREMENTS COMPLETED**

- \* Edit/fill-in the blanks and send letter/email to volunteers who **have completed** the required number of continuing education requirements to maintain certification.
- \* Copy letter to stationery/letterhead. Note there is a certificate of recognition which can be included. See Forms.
- \* Upload a copy of the letter/email to their online profile.

«Date»

«First\_Name» «Last\_Name»

«Address»

«City» «State» «Zip»

Dear «First\_Name»,

We recognize 4-H volunteers contribute many personal hours and resources to assist our members. Your cooperation and interest in the \_\_\_\_\_ County 4-H program is invaluable.

During the \_\_\_\_\_ program year, we recognize the investment made in your own personal development by attending the necessary number of continuing education opportunities. A new program year begins on August 1. Please see the attached list of continuing education opportunities scheduled for 20\_\_ - \_\_.

On behalf of the \_\_\_\_\_ County 4-H program, thank you for investing your time and talents in the Oklahoma 4-H Youth Development Program.

Sincerely,

<Name>

Extension Educator, 4-H and Youth Programs

Attachments: Parent-Volunteer Continuing Education Schedule  
Renewal Certificate