

*Example Letter/Email #1*  
**NEW APPLICANT ONLY— CERTIFICATION COMPLETED**

- \* Edit/fill in the blanks and send letter/email to NEW volunteers who are ACTIVE/Certified. See Forms.
- \* 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»,

Welcome to the Oklahoma 4-H family. We are excited you have chosen to share your time, talents, and resources with the 4-H organization as a Certified 4-H volunteer. Enclosed/attached is a certificate of recognition.

As a reminder, three additional continuing education (CE) credits must be completed prior to July 1 to achieve your four annual CE credits. CE opportunities for this program year include:

- County Parent-Volunteer Continuing Education <date> <topic>
- County Parent-Volunteer Continuing Education <date> <topic>
- County Parent-Volunteer Continuing Education <date> <topic>
- County Parent-Volunteer Continuing Education <date> <topic>
- District Parent-Volunteer Conference<date>
- State Parent-Volunteer Conference <date>
- 4-H Tuesday Tool Time Webinars – Topics and registration posted at <hyperlink>
- Other

Our county has the following resources to keep you informed and ready to assist 4-H members, families, and clubs.

- <County> Webpage - <address>
- <County> Social Media - <address>
- <County> Newsletter - <mailed/emailed monthly>
- <County> Parent-Volunteer Association Meetings
- Parent and Volunteer Resources - <https://4h.okstate.edu/volunteers/>
- 4-H Project Literature - <https://4h.okstate.edu/projects/>
- Oklahoma 4-H Facebook - <https://www.facebook.com/Oklahoma4H/>
- Oklahoma 4-H Webpage - <https://4h.okstate.edu/>

Please do not hesitate to contact the Extension office for assistance.

Sincerely,

<name>  
Extension Educator  
4-H and Youth Development Programs  
<email>

*Example Letter/Email #2*