

RECOGNITION: **CONTINUING EDUCATION NOT COMPLETED**

- * Edit/fill-in the blanks and send letter/email to **volunteers not completing CE expectation.**
Sent following the July 1 deadline.
- * 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»,

4-H offers opportunities for new friendships, personal growth and development, and the fulfilling experience of watching youth explore and develop in a positive and safe environment.

On _____ a letter/email was sent informing you that your annual continuing education credits had not been completed. Per the Volunteer Agreement completed as part of your enrollment, ***“As a 4-H VOLUNTEER I Agree: To annually complete a minimum of four (4) continuing education/volunteer trainings, ... or my rights, responsibilities, and status as a "certified" volunteer can be revoked.”***

Enclosed is a schedule of 4-H Parent-Volunteer continuing education opportunities scheduled for the next program year. We encourage you to mark these programs on your personal and family calendar(s). Each is an investment for your personal development and our 4-H members. Continuing education is a valued part of the volunteer certification process and a constructive expectation.

Thank you for your support in our effort to provide all members with an educational and memorable 4-H experience.

Sincerely,

<name>

Extension Educator

4-H and Youth Development Programs

Attachment:: Parent-Volunteer Continuing Education Schedule