

RECOGNITION: **CONTINUING EDUCATION REMINDER**

- * Send communication ½ - 3/4 of the way through the program year to those needing a reminder.
- * Edit/fill-in the blanks and send letter/email to volunteers who have **NOT** completed the required number of continuing education requirements to maintain certification.
- * 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»,

This is a friendly reminder to maintain your status as a certified 4-H volunteer continuing education (CE) must be completed before July 1.

Two of the four continuing education credits are to be received at the county level. The other two credits can be attained at the county, district, or state levels, online, via webinar, or may even be professional development related to youth work/4-H subject matter offered by another agency. Any noted combination of continuing education is sufficient.

According to our records, you have not completed the necessary number of continuing education credits to maintain your volunteer certification. If you believe our records are incorrect or you have documentation of participating in a continuing education opportunity, please contact us at your earliest convenience. The Extension Office must have official documentation of participation in any continuing education not provided by our office no later than July 1.

To assist in keeping your certification current we have noted the remaining opportunities for this year.

Date	Time	Continuing Education Opportunity	Location	Registration Link
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We value the contributions you make to our members and program. Continuing education is our way to ensure volunteers are prepared to deliver timely and quality programs on our behalf.

Thank you for your support in providing our membership with a memorable 4-H experience.

Sincerely,

<Name>

Extension Educator

4-H and Youth Development