

VOLUNTEER ACCEPTANCE

OPTION 1

Dear (name),

We are pleased to welcome you as an NDSU Extension youth program volunteer in _____ County. The (authorized volunteer personnel committee, Extension staff) believes that you will be a valuable addition to the Extension youth program.

Your application has been evaluated and you have been accepted as a youth program volunteer. (Include some information about the next procedure the volunteer needs to complete, such as volunteer training meeting, etc.)

During your initial training session you signed a Behavior Expectation Form. A copy of the form is being returned to you with this letter. It defines the behaviors we expect of people who work with the North Dakota 4-H program.

As a new Extension program volunteer you are expected to participate in the volunteer training program. This training is designed to help you better understand your role and to provide you with the knowledge and skills necessary to do a good job. Training meetings are held in (place). Dates for this year are:

Sincerely,

(name)

(title)

OPTION 2 (example specific to 4-H)

Dear (name),

We are pleased to welcome you as an NDSU _____. The (authorized volunteer personnel committee/Extension staff) has considered your application and other information that you provided. We feel you will be a valuable addition to the 4-H youth program in our county.

During your initial training session you signed a Behavior Expectation Form. A copy of the form is being returned to you with this letter. It defines the behaviors we expect of people who work with the North Dakota 4-H program.

(Include information about the next procedure the volunteers need to complete. A 4-H example follows.) You now need to enroll as a 4-H volunteer using the 4-H computer enrollment system. As a new 4-H leader, you will be expected to participate in volunteer training. These sessions are designed to help you understand your role and to provide you with the knowledge and skills necessary to do a good job. Training meeting(s) scheduled for this year will be: (dates)

Sincerely,

(name)

(title)