Date

Letter C – Annual appointment letter. Send this letter from your COUNTY to 4-H volunteer leaders in **every** non-screening year.

Personalize name and address

Dear ,

Thank you for volunteering for the University of Wyoming Extension 4-H Youth Development Program. Your involvement and dedication ensure the mission of 4-H happens in Wyoming, “*4-H empowers youth to reach their full potential, working and learning in partnership with caring adults*”. As a 4-H volunteer leader, you provide opportunities for youth to learn and grow to their full potential.

As a 4-H volunteer leader, we ask that you complete the following two steps for this 4-H year:

1. Update your profile in 4-HOnline so that it contains correct contact information and accurately reflects the projects areas you wish to lead. You can access 4-HOnline from the State 4-H web site: <http://www.uwyo.edu/4-h/>
2. Please remember to complete the motor vehicle records check (MVR) through the UW Department of Risk Management. The MVR is required for anyone who drives on University business and 4-H is University business. This applies to any vehicle: personal vehicle, rental vehicle, county vehicle or a University vehicle. MVR checks completed AFTER October 1st, will fulfill this requirement for the entire upcoming 4-H year; if you complete the MVR before October 1st, you will need to do it again after October 1st. The steps to complete MVR follow:

* Access the Motor Vehicle Records Check from the state 4-H web site: [www.uwyo.edu/4-h/](http://www.uwyo.edu/4-h/) Look under Quick Links.
* Select Not a UW Employee
* Log in using the user name and password you created the first time you completed the MVR (or create an account if this is the first time you are completing the MVR)
* Select Submit New Transaction (or enter the required information if it is your first time)
* Check the information for accuracy
* In the “Department/Organization” field: enter UW Extension
* In the “Supervisor/Sponsor” field: enter the name of your county 4-H educator – (insert county educator name here, last name first)
* In the “NOTIFY” field: enter the name of your county 4-H educator – (insert county educator name here, last name first) **and** Moore, Emmalee the State 4-H Office Administrative Assistant.
* Click the appropriate boxes for permission
* Click on the submit button

1. You may remember submitting information for a criminal background check the first year you applied. Criminal background checks are rescreened every 5 years. Between the initial background check and 5 year rescreening, please inform the county 4-H educator of circumstances that may affect the results of the current background check. If deemed necessary, a new or additional background check may be requested.

We look forward to your involvement in the upcoming year. If you no longer give your permission for us to use photos or videos of yourself for promotional or educational purposes, please communicate your wishes in writing to the county extension office. And remember to read the county 4-H newsletter for educational workshops that may be of interest to you in your volunteer role.

If you have any questions please don’t hesitate to contact me at (insert phone and email).

Sincerely,

County 4-H Educator