Date

Letter D – Re-appointment letter. Send this letter from your COUNTY to 4-H volunteer leaders in their rescreening year (usually this would happen in their 5th, 10th, 15th, etc. year of service).

Personalize name and address

Dear ,

This is the beginning of your 5th year (personalize the year for each volunteer) as a 4-H volunteer leader! Thank you for continuing to volunteer for the University of Wyoming Extension 4-H Youth Development Program. As a 4-H volunteer leader, you provide opportunities for youth to learn and grow to their full potential helping to 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*”.

This year, the following actions must be completed to be re-approved as a 4-H volunteer leader for the next 5 years:

1. Update your profile in 4-HOnline.
2. Complete the required training - every 5 years a 4-H volunteer leader is required to participate in additional training that will benefit your volunteer role in 4-H. There are many methods and/or opportunities to receive the training. You will need to participate in one of the offerings:
* Complete the 4-H Volunteer e-Learning Course. All of the modules in this on-line course can be accessed from the Wyoming state 4-H web site: [www.uwyo.edu/4-h/](http://www.uwyo.edu/4-h/) under For Volunteers. The password is *volunteer*. Each module includes a completion certificate. The state 4-H office will receive notification when a module is completed.
* Attend county training offered by the 4-H educator or another designated 4-H volunteer leader
* Attend 4-H training offered at a district, state or regional level
* Attend external training around subject matter related to your role in the 4-H program
* Attend training provided through their employment that would relate to your 4-H volunteer role (i.e. in-service training done through school district, leadership or management courses, etc.)
1. Once you have completed the training, you will receive an e-mail from the state 4-H office with instructions and links to complete the background checks. The subject line will read: *4-H Volunteer Screening Instructions*.
	* Provide information to complete a criminal background check through UW Department of Human Resources
	* Complete the motor vehicle check through UW Risk Management

To protect your privacy and ensure confidentiality, both the criminal background check and the motor vehicle check will be completed on-line. Your personal information will not be kept in our county extension office or the state 4-H office. If you do not have e-mail, please contact the county extension office for options to complete your re-appointment.

We look forward to your involvement in the upcoming year. Please watch 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