

Sample Letter – Short-Term Volunteers

Dear Potential Ohio 4-H Volunteer,

Let me take this opportunity to thank you for expressing an interest in becoming an Ohio State University Extension volunteer. Each year, thousands of volunteers contribute their time, energies, and talents that enable Ohio State University Extension to engage people in educational programs that meet their immediate needs.

All individuals who are interested in short-term volunteer opportunities with Ohio State University Extension must complete a selection process under the direction of an Extension professional. Ohio State University Extension defines short-term volunteerism as “a consecutive series of days, or several nonconsecutive days for a period of one (1) week or less”.

To volunteer in a short-term position under the direct supervision of a paid staff member or approved volunteer, you are required to (1) receive a volunteer role description; (2) complete a potential volunteer information form; (3) read, agree to, and sign the standards of behavior; (4) complete an electronic sex offender database check (not fingerprint) conducted by the Extension office; and (4) receive an orientation to your responsibilities.

Please know that all information related to the selection process may be updated periodically and will be kept in a secured file cabinet. This information will be kept on file for a minimum of three years following the receipt of your materials or the completion of your involvement as an Ohio State University Extension volunteer (whichever is longest). The release of information will follow The Ohio State University and Ohio State University Extension operating procedures and will be in accordance with Ohio law.

Working with individuals in your community can bring you immense satisfaction as you help them grow, learn, develop, and succeed. Additionally, volunteering provides you an opportunity to gain new skills, help others, and meet new friends. We hope that you recognize the tremendous benefits of volunteering and will join us in helping ensure that everyone involved has a positive, educational experience.

We appreciate your cooperation and look forward to potentially working with you.

Sincerely yours,