

## Sample Non-Acceptance Letter

DATE

NAME  
ADDRESS  
CITY, STATE ZIP

Dear,

Thank you for your interest in becoming a volunteer with Ohio State University Extension, XXXXX program in XXXX County. After reviewing all information received throughout the selection process, we are unable to accept you as a volunteer with the O.S.U. Extension XXXX County program at this time.

It is our intent, throughout the selection process, to select individuals who possess the abilities and desire to: (1) assist others in developing skills, knowledge, and abilities; (2) build positive relationships with youth members or service recipients and/or adults who work with O.S.U. Extension programs; (3) promote teamwork with other individuals, groups, organizations and the community, and (3) serve as a positive representative of O.S.U. Extension programs.

Sincerely,

Extension Agent

cc: County Chair