

Sample Letter 2

Please copy and paste the verbiage below onto your Extension Service letterhead.
This letter can be scanned and emailed to the Administrative Coordinator.

(Date)

To: Center for 4-H Youth Development
Attn: Administrative Coordinator
NDSU Extension Service
FLC 219 NDSU Dept 7280
PO Box 6050
Fargo, ND 58108-6050

From: (Your Name), (Your Title)
(Office Name)
(Your Address)

Re: Dru Sjodin National Sex Offender Public Website Check

Included in this letter is a list of names of prospective youth program volunteers or county-paid Extension staff to check against the Dru Sjodin National Sex Offender Public Website. Please search the list for these names, complete the information below, then return this letter to me at the address listed above.

_____ **List each individual full name and date of birth with a line in front of it.**
(Example: _____ John Joseph Smith DOB: 01/01/1980)

When the list is returned to you, an "X" in front of the name of the individual(s) listed indicates the name has been checked against the Dru Sjodin National Sex Offender Public Website. Telephone contact will be made directly with the Extension county contact listed above if the name raises a concern.

Center for 4-H Youth Development Signature
Administrative Coordinator

Date

NOTE TO STAFF: Keep this returned signed copy for your records and file with the clearance you received from the North Dakota Child Abuse Information Index (DHS SFN433).

Sample Letter 3 – Volunteer application letter sent to potential volunteers
Please copy and paste the verbiage below onto your Extension Service letterhead.

Welcome!

We are pleased that you are interested in a volunteer role with North Dakota State University Extension youth development programs.

North Dakota has a volunteer enrollment system that includes a volunteer application and reference check. The purpose of this process is to ensure youth and volunteers are safe when they are involved with NDSU Extension Service programs.

Please complete the enclosed Volunteer Application (Form B) and the Child Abuse Background Inquiry from North Dakota Department of Human Services (Form DHS SFN 433). When your application and corresponding form are returned, the information will be submitted to the North Dakota Child Abuse Information Index for clearance.

The Child Abuse Information Index is a listing of all reports of child abuse and neglect in which a decision has been made that services are required to protect a child.

Following clearance through the Index, two or more of the references you provide may be contacted as part of the application process. Your name also will be cleared through the Dru Sjodin National Sex Offender Public Website.

Also enclosed is an Adult Behavioral Expectations form (Form A). When you read, sign and return this form, you agree to function within these guidelines as you work with all participants in NDSU Extension youth programs.

After the application process is completed, new volunteers in youth programs will receive an educational resource packet and will learn more about their roles and specific program through individual or group orientation and workshops.

Competent, caring adults are an important part of the youth development process. We will contact you as soon as this process is completed. We look forward to working with you.

Sincerely,

(Name)
(Title)

Enclosures:
Form A - Adult Behavioral Expectations
Form DHS SFN 433 - Child Abuse and Neglect Background Inquiry

Sample Letter 3
Volunteer Application Letter
10/2017

Sample letter 4

Please copy and paste the verbiage below onto your Extension Service letterhead.

VOLUNTEER ACCEPTANCE

OPTION 1

Dear (name),

We are pleased to welcome you as an NDSU Extension youth program volunteer. 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 youth in the NDSU Extension programs.

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)

Sample letter 5

Please copy and paste the verbiage below onto your Extension Service letterhead.

**CONDITIONAL ACCEPTANCE
VOLUNTEER APPLICANT REJECTION**

OPTION 1 – Conditional Acceptance

Dear (name),

After considering your application and supplemental reference materials, it has been decided not to place you in a role working directly with youth in Extension programs. If you would like to support NDSU Extension in another way, we'd be happy to discuss options with you. Some possibilities include: newsletter preparation, event planning, organizing programs, fund raising, record keeping, award selection.

Sincerely,

(name)

(title)

OPTION 2 – Rejection

Dear (name),

After considering your application and the additional information you have provided, it has been decided not to accept your request to become an Extension volunteer at this time. If you wish additional information on this decision, please contact our office. We appreciate your interest in our organization.

Sincerely,

(name)

(title)

NOTE TO STAFF:

Rejection letters should be brief and to the point. They do not need to include reasons for rejection. Further information may be requested by the applicant if he or she so desires. A decision to reject an applicant **MUST** be based on information obtained through the application process related to child protection.

10/2017

Sample Letter 6

Please copy and paste the verbiage below onto your Extension Service letterhead.

REQUEST TO RESCREEN CURRENT VOLUNTEER OR TO REACTIVE A VOLUNTEER

Greetings (Volunteer First Name),

It is exciting to be part of a quality system in which youth and adults work together to help young people develop skills to be contributing and productive members of the community, country and world.

Due to greater recognition of the incidence of child abuse and neglect in society, the NDSU Extension takes steps to provide safe learning environments and protection for our youth participants and volunteers in youth programs. These steps include selecting volunteers and staff carefully, providing education for youth protection, and establishing policies that help protect youth and adults in Extension youth programs.

Every six years, all current volunteers working with youth programs of the NDSU Extension Service are asked to reaffirm their dedication to promoting the safety and well-being of young people by submitting an Adult Behavioral Expectations form (Form A) and the Child Abuse Background Inquiry from North Dakota Department of Human Services (Form DHS SFN 433) before re-enrolling as a volunteer for the program year. Your name will also be cleared through the Dru Sjodin National Sex Offender Public Website.

Please read and complete the enclosed forms and return them by **(date)**.

We believe implementing this policy makes a public statement about our dedication to establishing a safe and positive environment for all Extension program participants and continued positive image for our youth programs.

If you have any questions, please call. We look forward to seeing you soon and continuing our work to strengthen opportunities for youth in our communities.

Sincerely,

(Name)

(Title)

Enclosures:

Form A – Adult Behavioral Expectations

Form DHS SFN 433 – Child Abuse and Neglect Background Inquiry

Sample Letter 7

Please copy and paste the verbiage below onto your Extension Service letterhead.

CURRENT VOLUNTEER CONTINUATION

Greetings (Volunteer Name),

Thank you for submitting the necessary youth protection policy forms to reaffirm your commitment to promoting the safety and well-being of all participants in NDSU Extension Service youth programs. The (insert County/Department name) Extension staff looks forward to a year of learning and growing together.

Enclosed is (a newsletter or calendar or workshop announcement) that will help us begin planning for another year of youth development programming. If you have questions, please contact our office. We look forward to working with you again.

Sincerely,

(Name)

(Title)