**Volunteer Approval Letter** (*to be put on Extension and Outreach letterhead; save a copy of the dated letter/email in your file*)

Date

Volunteer Name

Volunteer Address

Dear Volunteer First Name,

We are pleased to welcome you as a new 4-H volunteer in \_\_\_\_\_\_\_\_\_\_\_\_ County. The \_\_\_\_\_\_\_\_\_\_\_\_ County Extension Council has approved you to begin your service. I have enclosed a copy of your volunteer job description to help you better understand your role in our organization.

As you may know, the 4-H program is held in high regard across the state, and we welcome you to continue that tradition. When volunteering, we ask that you conduct yourself in a manner that would bring honor to Extension and Outreach, avoiding any behavior that could potentially put our program in a negative light. The enclosed *Iowa 4-H Code of Conduct for Volunteers* outlines those expectations.

As a benefit of your volunteer status, you will be covered under our liability insurance when you are serving in your official volunteer capacity for Iowa State University Extension and Outreach in \_\_\_\_\_\_\_\_\_\_\_\_ County.

We look forward to working with you in the future and appreciate the knowledge and skills that you bring to our organization.

Sincerely,

Extension staff member or Extension Council president

Enclosures: volunteer role description, *Iowa 4-H Code of Conduct for Volunteers*