



# YOUTH PROTECTION SAMPLE LETTERS

Revised December 2010

In order to provide consistency for communicating with University of Wisconsin-Extension 4-H Youth Development volunteers and potential University of Wisconsin-Extension 4-H Youth Development volunteers, the following letters have been developed.

It is also important to remember that each situation is unique and needs to be considered individually.

4-H Youth Development staff should copy text of the appropriate letter should “as is” onto official University of Wisconsin-Extension, Cooperative Extension county letterhead only. If an individual 4-H Youth Development staff member feels that modifications are necessary, they should contact a 4-H Youth Development Liaison for assistance.

Letters should be signed by the 4-H Youth Development Agent/Educator. It is the responsibility of the county 4-H Youth Development Agent/Educator to implement the Youth Protection Process fully. Under certain circumstances, a letter could come from an appropriate state staff member. Work with the District Liaison to make that determination.

Communication of the information should be on a need to know basis and being sensitive to confidentiality needs to be considered when informing an organizational volunteer leader or others in volunteer or staff roles. Work with your District Liaison to make this determination. Communicate with volunteers and staff the importance of keeping the letters secure. When sensitive information is being shared, a discussion on confidentiality and respect is important. It is a best practice to inform the volunteer that they will be receiving written follow up to conversations and who will be notified of the information.

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*Adapted with permission by John de Montmollin, Interim 4-H Youth Development Liaison, University of Wisconsin-Extension with permission of the original authors: Donna Menart, Interim State Program Director, 4-H Youth Development, University of Wisconsin-Extension and Sue Pleskac, 4-H Volunteer Leadership Specialist, University of Wisconsin-Extension.*



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Sample Letter  
Acceptance

***Note: the following text should be copied “as is” onto official UW-Extension, Cooperative Extension county letterhead only. If you feel modifications to this text are necessary, contact your 4-H Youth Development Liaison for assistance.***

Dear \_\_\_\_\_,

Congratulations! You have been accepted as a volunteer with the Wisconsin 4-H Youth Development program. As part of the University of Wisconsin-Extension, the Wisconsin 4-H Youth Development program helps youth reach their full potential, working and learning in partnership with caring adults. We are extremely pleased that you will be sharing your time and talents with young people, parents, families and other committed volunteers.

As you begin your volunteer duties please let me know if you have any questions, comments or concerns.

Sincerely,

***Cc. See the note on Page 1 to clarify if this appropriate or how to inform those that may need to know. In most cases, the 4-H club organizational leader who has responsibilities for primary contact with the UW-Extension office and staff would be appropriate.***



# YOUTH PROTECTION SAMPLE LETTERS

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Sample Letter  
No Acceptance

***Note: the following text should be copied “as is” onto official UW-Extension, Cooperative Extension county letterhead only. If you feel modifications to this text are necessary, contact your 4-H Youth Development Liaison for assistance.***

Dear \_\_\_\_\_,

Wisconsin 4-H Youth Development has a Youth Protection program. Individuals interested in serving as a volunteer complete an application form, attend an orientation session, have records checked through the Department of Justice, and annually sign a behavior expectations form.

We would like to thank you for your interest in becoming a volunteer with the Wisconsin 4-H Youth Development program. After reviewing all information received throughout the Youth Protection process, we are unable to accept you as a volunteer at this time.

If you have any questions please feel free to contact me at your earliest convenience.

Sincerely,

***Cc. See the note on Page 1 to clarify if this appropriate or how to inform those that may need to know. In most cases, the 4-H club organizational leader who has responsibilities for primary contact with the UW-Extension office and staff would be appropriate.***



# YOUTH PROTECTION SAMPLE LETTERS

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Sample Letter  
Driving Restriction

***Note: the following text should be copied “as is” onto official UW-Extension, Cooperative Extension county letterhead only. If you feel modifications to this text are necessary, contact your 4-H Youth Development Liaison for assistance.***

Dear \_\_\_\_\_,

Wisconsin 4-H Youth Development has a Youth Protection program. Individuals interested in serving as a volunteer complete an application form, attend an orientation session, have records checked through the Department of Justice, and annually sign a behavior expectations form.

Your records reveal a conviction related to the use of a motor vehicle. This conviction does not prevent your involvement as a 4-H volunteer; however there are restrictions on your participation. Based on your record, you are restricted from transporting 4-H members or animals when serving in the capacity of a 4-H volunteer. Failure to meet this requirement will result in dismissal as a 4-H volunteer.

If you have any questions please feel free to contact me at your earliest convenience.

Sincerely,

***Cc. See the note on Page 1 to clarify if this appropriate or how to inform those that may need to know. In most cases, the 4-H club organizational leader who has responsibilities for primary contact with the UW-Extension office and staff would be appropriate. Committee Chairs that may be affected may also need to know this information.***



# YOUTH PROTECTION SAMPLE LETTERS

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Sample Letter  
Financial Restriction

***Note: the following text should be copied “as is” onto official UW-Extension, Cooperative Extension county letterhead only. If you feel modifications to this text are necessary, contact your 4-H Youth Development Liaison for assistance.***

Dear \_\_\_\_\_,

Wisconsin 4-H Youth Development has a Youth Protection program. Individuals interested in serving as a volunteer complete an application form, attend an orientation session, have records checked through the Department of Justice, and annually sign a behavior expectations form.

We have become aware of your past convictions (or challenges) regarding money matters. We welcome your continued involvement and interest as a 4-H volunteer under the following condition: that you do not handle 4-H funds while you are serving as a volunteer. Failure to meet this requirement will result in dismissal as a 4-H volunteer.

If you have any questions please feel free to contact me at your earliest convenience.

Sincerely,

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# YOUTH PROTECTION SAMPLE LETTERS

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Sample Letter  
Suspension

**Note: the following text should be copied “as is” onto official UW-Extension, Cooperative Extension county letterhead only. If you feel modifications to this text are necessary, contact your 4-H Youth Development Liaison for assistance.**

Dear \_\_\_\_\_,

The Wisconsin 4-H Youth Development program takes seriously its obligation to provide a safe environment for all persons involved in youth activities. The 4-H Youth Development Youth Protection program includes periodic follow-up records checks of continuing volunteers with the Wisconsin Department of Justice to help assure a safe environment for the well being of youth participants.

It has come to our attention that you have been charged with \_\_\_\_\_ . Due to the nature of this charge, your status as a 4-H volunteer leader is immediately suspended.

This suspension does not allow you to act in the capacity as a recognized volunteer at any 4-H program or activity. This includes, but is not limited to: (a) 4-H club or project meetings; (b) county committees or activities; and (c) 4-H sponsored clinics, shows or workshops.

When your case has been legally resolved, you may request reinstatement as a 4-H volunteer. At that time, a review will be conducted by UW-Extension personnel to determine your status.

If you have any questions please feel free to contact me at your earliest convenience.

Sincerely,

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## Sample Letter Termination

***Note: the following text should be copied “as is” onto official UW-Extension, Cooperative Extension county letterhead only. If you feel modifications to this text are necessary, contact your 4-H Youth Development Liaison for assistance.***

Dear \_\_\_\_\_,

Wisconsin 4-H volunteer leaders annually sign "Volunteer Behavior Expectations for Wisconsin 4-H Youth Development." The Expectations state, "4-H youth development volunteers are expected to abide by the following behavior standards established by UW-Extension/4-H, and to conduct themselves as positive role models for youth. All 4-H youth development volunteers are ultimately accountable to UW-Extension for their 4-H-related activities."

The sentence immediately above the signature line states, "I understand that suspension or termination of my position as a volunteer will result if I do not meet these expectations". Due to your lack of adherence of the Volunteer Behavior Expectations for the Wisconsin 4-H Youth Development program, your status as a 4-H volunteer is terminated immediately.

If you have any questions please feel free to contact me at your earliest convenience.

Sincerely,

***Cc. See the note on Page 1 to clarify if this appropriate or how to inform those that may need to know. In most cases, the 4-H club organizational leader who has responsibilities for primary contact with the UW-Extension office and staff would be appropriate. Committee Chairs that may be affected may also need to know this information.***