

**Draft 06-28-04**  
**Letter Template A**  
**Letter To Volunteer Regarding Suspension**

(Date)

(Name of volunteer)

(Address)

(Address)

Dear (Name of volunteer):

I am writing to inform you that because a complaint of (child; animal) abuse or neglect has been reported against you with UMCE or (in the case of animal abuse) the Maine Department of Agriculture, Food, and Rural Resources, Animal Welfare Program), and an investigation initiated, I am suspending you from your role as a Maine 4-H Volunteer. During this time you are not to conduct or participate in any activities under the auspices of Maine 4-H, or in the role of a 4-H Volunteer. Any events normally held at your home (or place of business) will have to be held elsewhere or canceled.

(If applicable) The status of the members of your 4-H Club is not affected by your suspension. They are able to participate in 4-H activities and events for which they are eligible. To help minimize the affect of your suspension on the Club members, I will be working with (Name of county educator or professional) to establish an interim leader for the Club and will communicate with parents and members to let them know that you are currently not serving in the role of Maine 4-H volunteer or leader.

When the investigation is complete, I will evaluate the situation and contact you concerning your status. At this time I cannot estimate how long this process will take.

This is a serious situation that is not comfortable for anyone concerned. I hope you understand the reasons for my taking this action. If you have any questions regarding your suspension, please contact me. If you have any questions regarding the complaint filed against you, please contact me or (in the case of animal abuse) the Maine Department of Human Services, Bureau of Child and Family Service at 207-287-5060; Maine Department of Agriculture, Food, and Rural Resources, Animal Welfare Program at 207-287-3846).

Sincerely,

(Name)

Program Administrator

cc: (Name), Dean & Director UMCE  
(Name), Extension (Educator; Professional)