

Draft 06-28-04
Letter Template B

Letter to Parent(s) or Guardian(s) and Member(s) Regarding Volunteer Not Serving in the Role

(Date)

(Name of parent(s) or guardian(s) and member(s))

(Address)

(Address)

Dear (Name(s)):

This letter is to inform you that, until further notice, (Name of volunteer) will not be serving in the role of Maine 4-H volunteer or leader. During this time (she; he) is not to conduct or participate in any activities under the auspices of Maine 4-H, or in the role of 4-H leader or volunteer or to represent or act on behalf of the University of Maine System or, UMCE. Any events normally held at (name of volunteer's) home or (place of business) will have to be held elsewhere or canceled.

This action does not affect (Name of member(s))'s status as a Maine 4-H member, but I do realize that this action may affect (his; her their) ability to participate in 4-H events and activities. To help minimize negative affects, I will be working with (Name of educator or professional) to establish an interim leader for the Club.

At this time I do not know how long this action will be in effect, but I will keep you informed of any change in (Name of Volunteer)'s status.

I am sorry for any inconvenience that this has or may cause. If you have any questions, please do not hesitate to contact me.

Sincerely,

(Name)

Program Administrator

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