**Volunteer Provisional 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 provisional volunteer with ISU Extension and Outreach in \_\_\_\_\_\_\_\_\_\_\_\_ County. As a provisional volunteer, you may begin your service immediately. However, you will remain under provisional status until the \_\_\_\_\_\_\_\_\_\_\_\_ County Extension Council meets on DATE to consider your final volunteer status.

As you may know, ISU Extension and Outreach 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.

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

**Follow-up Approval Letter**

Dear Volunteer First Name,

We are pleased to inform you that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Extension Council has officially approved you as a volunteer with ISU Extension and Outreach in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ County.

We look forward to continuing to work 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