

Sample "renew" letter for Extension volunteers

1 February 2025

Dear <name>,

To protect our Extension clientele, volunteers, and staff, we update all three checks (background, sex offender registry, and Child Abuse and Neglect) every four years. To maintain your status as a volunteer in UK Extension, your checks must be updated.

Please complete and return the enclosed forms (Disclosure and authorization form to obtain consumer reports, Child Abuse and Neglect registry check authorization) giving us permission to rerun these checks. Please take care to include all requested information. These forms should be returned by <date>.

Our vendor for running background and sex offender registry checks is Sterling Volunteers. Child Abuse & Neglect Checks are run by the Cabinet for Health & Family Services, Commonwealth of Kentucky.

We appreciate your service to the <name of county> County <4-H, FCS, Horticulture, ANR, Community Arts> program and hope that you will continue your service to the program and its clientele.

Please know that we will carefully safeguard your personal information and will redact your social security and driver's license numbers as soon as that information has been submitted to the vendor that is running these three checks.

If you have any questions, please contact me. Thank you, and best wishes.

Sincerely,

<name of Extension Agent>

Extension Agent, <4-H Youth Development, Family & Consumer Sciences, Horticulture, Agriculture & Natural Resources, Community Arts>

<name of county> County

Encl: Disclosure and Authorization Form to Obtain Consumer Reports
Child Abuse and Neglect registry check authorization