
Writing a Thank You Note

Extension professionals are very busy, and 4-H volunteers know it, which is why a handwritten Thank You Note is an excellent way to show you appreciate everything that volunteers do. Not only does a handwritten note show you care, but it is a tangible record of 4-H's appreciation for their hard work.



Parts of a Thank you Note:

- Greeting: Always use the correct form and spelling of the volunteer's name!
- Body: Begin with the most important two words...Thank You. Provide specific details about why you are thanking them. Share the impact that they are having on a 4-Hers life.
- Restate your thanks
- End with personal regards (*Many thanks, Yours truly, even simply Sincerely Yours*)

The best thank you letters:

1. Are personal and recognize the sacrifice that our volunteers make for our 4-H youth and programming. Let volunteers know that their contributions to 4-H are not unnoticed, and that their time is valued.
2. Are specific. Share what 4-H activity you are spotlighting with accolades. Let the volunteer know how many 4-H lives they have impacted, and how their aid has made your position in extension easier.
3. Connect to the 4-H mission – Make the Best Better. Remember to “Keep the Clover” in your thanks, let them know you are pleased with their efforts in Arkansas 4-H.
4. Are timely. Always send thank you notes out as soon as possible after an event or action. If it is over a month, add a brief not of apology for being tardy in sending thanks.
5. Let volunteer's know they have personally impacted extension and 4-H programs. Share with the volunteer how they contribute to the mission of extension and impact the operation of county programming.
6. Are personally signed.

Be sure to share your thanks with not only your 4-H volunteer, but also with their families and employers. Sometimes the CC we send to a supervisor is just as important to the volunteer as the thank you note itself.