The following sample letters provide a starting point for various situations during the annual reappointment process. Customize them by using your standard program letterhead. It’s never special to receive a form letter so please reference projects the MFP helped with, shared moments or something to make it personal. Use your own voice while keeping the letter professional and referencing program policy.

Items to include in every letter:

* Current MFP logo in header
* Return address of the county office
* Full name and mailing address of MFP
* Your signature followed by your title, phone number and email address

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# Accepting a Limited Active Status Request

Your request to change to Limited Active Status is approved and effective for the 20XX-20XX program year, which ends June 30, 20XX. You are still an active agent of the University of California while on Limited Active Status, but you are not required to meet the minimum CE and volunteer hours this year. At the end of the program year you can choose to return to Active Status, or request a change to Inactive Status. You’ll receive the reminder emails along with the rest of the Master Food Preservers.

Thank you for already completing the reappointment online paperwork, for taking the annual quiz and paying the $6 annual insurance fee.

I hope you are able to participate in program activities this year; we have some great opportunities ahead of us!

# Accepting a Resignation

It was with sadness that I processed your UC Master Food Preserver resignation today. You have been such an incredible and valued volunteer and your presence will be greatly missed at public classes and workshops, the county fair, board and general meetings, and with all of the other events in which you participated. You made a huge impact on the public education events over the last few years; thank you for making our program so much more effective at teaching in our community.

If you wish to return to the program, you can come back within 13 months without re-taking the training. (Although it would be good to go through it again, maybe as a volunteer, to get acquainted with the newest members.)

Thank you for your many contributions to our community through our UC Master Food Preserver program since start year. I wish you all the best in your future endeavors.

# Notification of Change From Active Status to Inactive Status

I hope you are well and that your absence from our events is because you are busy having fun.

Unfortunately, since you didn’t complete your first year volunteer hours or request to be reappointed as a UC Master Food Preserver by the end of the program year (June 30), I have changed your status to inactive. This means you are no longer an agent of the University of California. Should you change your mind and would like to return to active status, please contact me.

On behalf of the entire UC Cooperative Extension, thank you for your interest in our Master Food Preserver program. I wish you all the best in your future endeavors.

I’m sad things didn’t work out with your schedule and our UC Master Food Preserver Program; I was excited to have your energy and knowledge at events.

This letter is to inform you that since you did not request to be reappointed as a UC Master Food Preserver volunteer by the end of the program year (June 30), did not log any hours or take the reappointment quiz, I have changed your status to inactive. This means you are no longer an agent of the University of California. Should you change your mind and would like to return to active status, please contact me. I would love the opportunity to work with you again.

On behalf of the entire UC Cooperative Extension, thank you for your interest in our Master Food Preserver program. I wish you all the best in your future endeavors.

A new UCCE Master Food Preserver Program year began on July 1, 20XX and will run through June 30, 20XX. I am writing to inform you that your status as a UCCE Master Food Preserver has changed to *Inactive/Resigned*.

This change was made for one or more of the following reasons:

* You have informed us that you no longer wish to serve in the program;
* You have not completed the online re-appointment process;
* According to our records, you have not completed the annual commitment of volunteer and/or continuing education hours for the current program year.

The UCCE Master Food Preserver Program of \_\_\_\_\_\_\_\_\_\_\_\_\_ County has attempted to contact all UCCE Master Food Preserver volunteers to determine their level of interest in participating in the program in the coming year. However, we understand that e-mails get lost in overcrowded inboxes and mail does not always reach its final destination. We apologize if your status has been changed in error, please let us know as soon as possible if your status change was made in error.

**What does having an *Inactive/Resigned* status mean?**

Individuals with *Inactive/Resigned* status cannot participate in UCCE Master Food Preserver Program activities, are not considered agents of the University and are not eligible for UC liability coverage.

**How long can I stay *Inactive/Resigned?***

You may stay inactive for up to 13 months (until August 31, 2020). If you wish to resume your participation in the program at any time during this period, you must submit an official request to be reinstated.

**How do I become reinstated as a UCCE Master Food Preserver?**

The formal process for resuming participation in the program involves submitting a *Request for Reinstatement* form and signing a *Code of Conduct*.

You may be required to complete additional training, undergo a background investigation, and possibly an interview. Each case is unique, please contact UCCE Master Food Preserver Program of \_\_\_\_\_\_\_\_\_ County Coordinator, FIRST NAME / LAST NAME at (XXX) XXX-XXXX. The County Director ultimately reinstates or declines to reinstate a candidate. The outcome of the request will be given to the candidate in writing.

**What happens if I wish to become reinstated but it has already been more than 13 months?**

UCCE Master Food Preserver Program policy requires individuals to complete the UCCE Master Food Preserver training program again. However, a County Director has the discretion to reinstate an *Inactive/Resigned* UCCE Master Food Preserver volunteer after 13 months. Please call to discuss options if this situation applies to you.

On behalf of the UCCE Master Food Preserver Program of \_\_\_\_\_\_\_\_\_\_\_ County, I thank you for your service to the program. Please do not hesitate to contact me with any questions you may have about your status.

# Notification of Change From Limited Active Status to Active Status

I am so excited you returned to the UCCE Master Food Preserver Program as an active member – welcome back!

Going on Limited Active Status last year essentially reset your hours, so your minimum hours requirement for the current program year are the standard 25 volunteer and 12 CE. We have a lot of exciting opportunities coming up; it’s going to be a fun year!

Thank you for taking the reappointment quiz and filling out the online forms. The last step is to pay the $6 insurance fee. Since you are both a Master Gardener and Master Food Preserver, please pay the insurance through the Master Gardener Program and give your check/cash to name.

# Notification of Change from Limited Active Status to Inactive Status

I hope you are doing well; I miss seeing you at events. I was hoping that by being on Limited Active Status last year you might be interested in participating with us during the upcoming year; I’m sorry it didn’t work out. This letter is to inform you that since you have not requested to be reappointed as a UCCE Master Food Preserver, I have changed your status to Inactive. This means you are no longer an agent of the University of California as a UCCE Master Food Preserver Volunteer.

On behalf of the entire UC Cooperative Extension, thank you for your involvement with our Master Food Preserver program since XXXX. I appreciate your work at the county fair, public and internal classes, our first statewide MFP conference, helping start the San Joaquin MFP program, our meetings, handouts and all the research you did. I think of you every time I teach a pressure canning class and report on your findings based on conversations with the engineers at All American and Presto! You’ve done so much for our program over the years; thank you.

If you wish to return to the program, you can come back within 13 months without re-taking the training. (Although it would be good to go through it again, maybe as a volunteer, to get acquainted with the current members.)

I wish you peace.

# Notification of Not Meeting Minimum Hours

Thank you for requesting reappointment as a UCCE Master Food Preserver. Your minimum requirements for the previous program year were 25 volunteer and 12 continuing education hours. You logged XX volunteer hours and XX continuing education (CE) hours which means you are short XX volunteer and XX CE hours. You will need to complete at least XX volunteer and XX CE hours by the end of the next program year, which is June 30. We have some exciting opportunities coming up that will be fun to work at, so it should be easy to do!

You completed the reappointment online forms and annual quiz. The next step is to pay the $6 annual insurance fee by cash or check (payable to UC Regents). Please mail the payment to name & address.

Please call or email me so we can discuss how you will participate during the next year. I want to make sure you have a plan to get involved again. You have so much to offer the program and we have a lot to gain from having you at our events.

# Query About Returning to Active Status after Limited Active Status

I hope this letter finds you healthy and well.

At the end of the 20XX-20XX UCCE Master Food Preserver program year you requested to change to a one-year Limited Active Status, which is essentially a leave of absence. This allowed you to remain an active volunteer covered by UC insurance, but without the requirement of meeting the minimum hour requirements.

We are in the final quarter of the program year and I’d like to find out if you plan to return to Active Status next quarter. If you are returning to Active Status, you’ll go through the standard reappointment process on VMS. *(I’ll start sending out reappointment emails in May.)* If you do not plan to return to Active Status, please let me know soon so I won’t bombard you with unnecessary emails.

I look forward to hearing from you soon. Fingers crossed that you’ll return to Active Status.