

Thank You Note Writing

It is a great practice to thank those who have contributed to our success in 4-H. We want to raise thankful young people. We want 4-H'ers to understand that there is a sacrifice behind the plaque, award, or time donated by a caring individual or project helper. Therefore, to complete your 4-H project this year, 4-Hers must follow the directions listed below. Immediately following project judging, 4-Hers will show their thank you note to a key volunteer to make sure that the draft is complete.

Directions: Write a thank you note to an important person who helped you with your project. This can be an advisor, parent, grandparent, someone or somewhere you job shadow, or anyone else who may have helped.

Don't forget to include these parts of a Thank You Note

- Date
- Greeting & recipient's name
- Thank them for something specific they did or taught you
- Thank them for a skill or lesson
- Talk about how they helped with the completion of your project
- Closing
- Signature
- Club name

Begin writing the draft below – this will be checked at project judging at a separate table after meeting with the judge and rewritten if necessary
This will not be considered part of your Grade but rather as project completion

Date →(xx/xx/xxxx)

Dear Mrs. Bluck, ← **Greetings**

I am writing to thank you for your help with my Cake Decorating 4-H Project this year. I really appreciate you taking the time to show me how to use a piping bag and teaching me techniques. It helped me learn how creative I can be with cake decorating.

^Thank them for something specific they did or taught you and thank them for a skill or lesson

With your help, I was able to complete my project on time and learn a ton for my judging. Because you shared your knowledge, I believe I am better prepared for judging and I am excited to take the project next year. ← Talk about how they helped with the completion of your project

Thank You ← **Closing**

Chris Clover ← **Signature**

Ross County 4-H Clovers ← **Club**