*Key: Items highlighted in yellow should either be customized or reviewed to ensure all listed items are relevant for the particular program or event.*

# Draft email to registered **participants** of a CANCELLED event or program WITH registration fees

Dear PROGRAM NAME participants –

Given the current concerns about novel coronavirus, we are cancelling the PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision for MSU Extension to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

The Centers for Disease Control and Prevention, World Health Organization and other agencies are currently recommending the public practice social distancing. Cancelling the event is the most responsible course of action to mitigate any potential risks to youth, staff, volunteers, program guests and the friends and family with whom these individuals will come into contact.

Unfortunately, scheduling conflicts and other challenges prevent us from simply postponing the PROGRAM OR EVENT NAME until later in 2020. All program participants will receive a full refund for any out-of-pocket registration fees. This may take a few weeks and we appreciate your patience with this process.

Despite the cancellation, MSU Extension is committed to providing robust learning opportunities for YOUR County youth; additional 4-H learning experiences are available this year in which youth can explore their passion for TOPIC OF CANCELLED EVENT. This includes LIST A FEW EVENTS WITH LINKS FOR MORE INFORMATION.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

# Draft email to registered participants of a CANCELLED event or program WITHOUT registration fees

Dear PROGRAM NAME participants –

Given the current concerns about novel coronavirus, we are cancelling the PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision for MSU Extension to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

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Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

# Draft email to registered participants of a POSTPONED/RESCHEDULED event or program WITH registration fees

Dear PROGRAM NAME participants –

Given the current concerns about novel coronavirus, we are cancelling the PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision for MSU Extension to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

The Centers for Disease Control and Prevention, World Health Organization and other agencies are currently recommending the public practice social distancing. Cancelling the event is the most responsible course of action to mitigate any potential risks to youth, staff, volunteers, program guests and the friends and family with whom these individuals will come into contact.

MSU Extension is committed to providing hands-on experiential learning for youth and we are currently evaluating our options for a rescheduled or re-envisioned PROGRAM OR EVENT NAME later in 2020. Given the fluid nature of this situation, it may be a few weeks before we are able to determine the best course of action and we will notify you as soon as that information is available. Regardless, all program participants will receive a full refund for any out-of-pocket registration fees. This may take a few weeks and we appreciate your patience with this process.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

# Draft email to registered participants of a POSTPONED/RESCHEDULED event or program WITHOUT registration fees

Dear PROGRAM NAME participants –

Given the current concerns about novel coronavirus, we are cancelling the PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision for MSU Extension to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

The Centers for Disease Control and Prevention, World Health Organization and other agencies are currently recommending the public practice social distancing. Cancelling the event is the most responsible course of action to mitigate any potential risks to youth, staff, volunteers, program guests and the friends and family with whom these individuals will come into contact.

MSU Extension is committed to providing hands-on experiential learning for youth and we are currently evaluating our options for a rescheduled or re-envisioned PROGRAM OR EVENT NAME later in 2020. Given the fluid nature of this situation, it may be a few weeks before we are able to determine the best course of action and we will notify you as soon as that information is available.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

# Draft email to 4-H community regarding upcoming PUBLIC events that have been CANCELLED (sent via 4-H Online or local listservs)

Dear YOUR County 4-H community –

Given the current concerns about novel coronavirus, we are cancelling the PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision for MSU Extension to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

The Centers for Disease Control and Prevention, World Health Organization and other agencies are currently recommending the public practice social distancing. Cancelling the event is the most responsible course of action to mitigate any potential risks to youth, staff, volunteers, program guests and the friends and family with whom these individuals will come into contact.

Unfortunately, scheduling conflicts and other challenges prevent us from simply postponing the PROGRAM OR EVENT NAME until later in 2020. Despite the cancellation, MSU Extension is committed to providing robust learning opportunities for YOUR County youth; additional 4-H learning experiences are available this year in which youth can explore their passion for TOPIC OF CANCELLED EVENT. This includes LIST A FEW EVENTS WITH LINKS FOR MORE INFORMATION.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

# Draft email to 4-H community regarding upcoming PUBLIC events that have been POSTPONED (sent via 4-H Online or local listservs)

Dear YOUR County 4-H community –

Given the current concerns about novel coronavirus, we are cancelling the PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision for MSU Extension to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

The Centers for Disease Control and Prevention, World Health Organization and other agencies are currently recommending the public practice social distancing. Cancelling the event is the most responsible course of action to mitigate any potential risks to youth, staff, volunteers, program guests and the friends and family with whom these individuals will come into contact.

MSU Extension is committed to providing hands-on experiential learning for youth and we are currently evaluating our options for a rescheduled or re-envisioned PROGRAM OR EVENT NAME later in 2020. Given the fluid nature of this situation, it may be a few weeks before we are able to determine the best course of action and we will notify you as soon as that information is available.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

*Key:*

*Items highlighted in yellow should either be customized or reviewed to ensure all listed items are relevant for the particular program or event.*

*Items highlighted in blue may not be true for every guest. Please omit as necessary.*

# Draft email to **guests** (speakers, etc.) of a CANCELLED event or program

Dear INDIVIDUAL –

Given the current concerns about novel coronavirus, we are cancelling the PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision for MSU Extension to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

The Centers for Disease Control and Prevention, World Health Organization and other agencies are currently recommending the public practice social distancing. Cancelling the event is the most responsible course of action to mitigate any potential risks to youth, staff, volunteers, program guests and the friends and family with whom these individuals will come into contact.

Unfortunately, scheduling conflicts and other challenges prevent us from simply postponing the PROGRAM OR EVENT NAME until later in 2020. We appreciate your willingness to share your time and expertise at this event and hope you will consider being involved again in the future.

Despite the cancellation, MSU Extension is committed to providing robust learning opportunities for Michigan youth. During this time of risk mitigation, we are working to create new online educational experiences that allow Michigan 4-H’ers to continue exploring their passion for TOPIC. As we determine those opportunities, we may reach out to you again to inquire about your willingness to partner with us to create new educational experiences for YOUR County youth.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

# Draft email to guests (speakers, etc.) of a POSTPONED/RESCHEDULED event or program

Dear INDIVIDUAL –

Given the current concerns about novel coronavirus, we are cancelling the PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision for MSU Extension to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

The Centers for Disease Control and Prevention, World Health Organization and other agencies are currently recommending the public practice social distancing. Cancelling the event is the most responsible course of action to mitigate any potential risks to youth, staff, volunteers, program guests and the friends and family with whom these individuals will come into contact.

MSU Extension is committed to providing hands-on experiential learning for youth and we are currently evaluating our options for a rescheduled or re-envisioned PROGRAM OR EVENT NAME later in 2020. Given the fluid nature of this situation, it may be a few weeks before we are able to determine the best course of action. As soon as we have reached that decision, we will be in contact with you to determine if you are able to continue partnering with us for this unique learning opportunity for YOUR County youth.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE