

**XXXX County**

**Street address**

**City, State, Zip**

**Phone**

**Email address**

November XX, 2018

Newly Elected Council Member Name

Address

City, State Zip

Dear (First Name),

Congratulations on your new position as a member of Iowa State University Extension and Outreach XXXX County Council! You join a statewide group of 900 council members who have been elected to represent the citizens of their county. I am pleased to welcome you to your new council position.

I want to call attention to a few immediate items. The first two require action on your part.

1. A statewide ISU Extension and Outreach Council Training will be held at multiple sites around the state. You can attend any location on any date. The closest location for your county will be at (**location**) located at (**address**) in (**city/town)** at (**time**). Register at (**insert link**).
2. (**Delete if already taken the oath of office**) Within 15 days after the election, new elected extension council members shall take and sign the usual oath of public officers, which is filed in the county auditor’s office. This year that date is November 21. If an extension council meeting is scheduled before November 21, an officer of the extension council may administer the oath of office. The oath of office form from ISU Extension and Outreach may be used.

If there is no meeting scheduled during that time, the oath of office may be administered by any notary public then filed at the county auditor’s office. The State of Iowa Oath of Office form should be used for this situation.

1. The first official council meeting in 2019 is set for (**day, date and time**) at the extension office. Please mark your calendar.

Thank you again for your willingness to serve on the ISU Extension and Outreach XXXXX County Council. I am looking forward to working with you.

Sincerely,

(Name)  
Regional Director, Region XX  
XX, XX, XX Counties