



AmeriCorps Community Fellows 2011-2012  
Due Diligence Member Exit Letter

Dear Ms. Meghan Oakley-Henning,

Upon receipt of this letter, please exit \_\_\_\_\_ (NAME OF MEMBER) from the AmeriCorps Community Fellows Program without a completed, signed AmeriCorps Exit Form.

This member has **not completed 300-hours of service** in the AmeriCorps Community Fellows program and is not on-track to complete his or her hours by August 19, 2012. Therefore, this member is **not eligible** for a full or partial education award.

As the Campus Administrator, I hereby certify that I have **tried, in all due diligence**, to contact the member and obtain the completed, signed AmeriCorps Exit Form. However, these attempts have been unsuccessful and this is the last resort.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Campus

\_\_\_\_\_  
Date