

# PURDUE

UNIVERSITY

## REFERENCE FORM

### For Volunteer Position Working Directly With Youth (For reference by mail)

\_\_\_\_\_ is applying to do volunteer work in a Purdue University Cooperative Extension Service youth program and has given your name as a reference.

Please complete this reference form and return it in the enclosed envelope. **I appreciate your assistance in helping the Purdue University Cooperative Extension Service select qualified people to serve in volunteer roles.**

Adults in volunteer positions help youth have fun while learning new skills, increasing their abilities to work together, managing their own activities and developing into productive adults.

The Purdue University Cooperative Extension Service seeks your assistance in selecting qualified people to serve in volunteer roles and appreciates your prompt completion of this reference form.

1. How long have you known the applicant? \_\_\_\_\_ Years \_\_\_\_\_ Months
2. In what capacity or position have you known the applicant?

Please use this checklist to evaluate the applicant's qualities.

E = Excellent G = Good F = Fair N = Not known

	E	G	F	N	Comments
Understanding of Children	_____	_____	_____	_____	_____
Communication Skills	_____	_____	_____	_____	_____
Ability to Organize	_____	_____	_____	_____	_____
Respect for Others	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____
Sense of Humor	_____	_____	_____	_____	_____
Sense of Fairness	_____	_____	_____	_____	_____
Enthusiasm	_____	_____	_____	_____	_____
Flexibility	_____	_____	_____	_____	_____
Patience	_____	_____	_____	_____	_____
Initiative	_____	_____	_____	_____	_____
Resourcefulness	_____	_____	_____	_____	_____
Role Model for Youth	_____	_____	_____	_____	_____
Ability to Complete a Task	_____	_____	_____	_____	_____
Ability to Work With Children	_____	_____	_____	_____	_____

Please share your impression and knowledge of the applicant's qualifications for the position, using specific examples where possible, by answering the following:

3. How would you rate the applicant's ability to work in a volunteer role with...  
    Youth?  
    Adults?
4. What additional skills, abilities and attributes does the applicant have that would be helpful in this position?
5. Would you be willing to place your son or daughter or any other child for whom you are responsible under his/her supervision?   \_\_\_\_\_ Yes   \_\_\_\_\_ No   Why?
6. Do you consider this applicant a positive role model for youth?
7. Should this person be considered for this position?   \_\_\_\_\_ Yes   \_\_\_\_\_ No  
    If no, why not?

8. ADDITIONAL COMMENTS:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THANK YOU!**

RETURN TO:

Enclosure: Business reply envelope

It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran. Purdue University is an Affirmative Action institution.

This material may be available in alternative formats.