

# PURDUE

UNIVERSITY

## REFERENCE FORM

**For Volunteer Position Working Directly With Youth**  
(For reference **by e-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 to the Extension Office. **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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.  
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