



Reference Form for Cooperative Extension Volunteer Working Directly with Youth

(for staff use for reference checks by mail or phone)

_____ is applying to work as a volunteer with youth in a University of Maine Cooperative Extension program and has given your name as a reference.

Adults in volunteer positions with Cooperative Extension help youth have fun while they learn new skills, increase their abilities to work together, learn to manage their own activities, and develop into productive adults.

Cooperative Extension seeks your assistance in selecting the best qualified people to serve in volunteer roles. We will appreciate your prompt completion of this reference form. All comments will be treated in a confidential manner.

How long and in what capacity of position have you known the applicant? _____

Please use this checklist to evaluate the applicant's qualities. Use the following marking system.

Low	Medium						High				
0	1	2	3	4	5	6	7	8	9	10	
___ Understanding of Children											___ Flexibility
___ Communication skills											___ Patience
___ Ability to organize											___ Initiative
___ Respect for others											___ Resourcefulness
___ Ability to complete a task											

Please share your impression and knowledge of the applicant's qualifications for the position by using specific examples, if possible.

1. How well does the applicant interact with youth?

2. How would you rate the applicant's ability to work in a volunteer role with youth? With adults?

3. What additional skills, abilities, and attributes does the applicant have that would be helpful in this position?

4. Does the applicant have any experience working with people who are developmentally disabled, from different ethnic backgrounds, or from varied socio-economic backgrounds? If so, please describe.

5. How would you describe the applicant's ability to handle records and/or money?

6. How would you describe the applicant's general approach to new situations?

7. Would you be willing to place your son or daughter, or any other child for whom you are responsible, under her/his leadership?

8. Do you know any reason why this person should NOT be a 4-H volunteer? () Yes () No

If yes, please explain:

Printed name

Address

Signature

Phone

Date

Please return to your local University of Maine Cooperative Extension office.

Thank you!