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.

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Understanding of Children Dependability Flexibility
Communication skills Sense of humor Patience
Ability to organize Sense of fairness Initiative
Respect for others Enthusiasm 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?

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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!

March 2015