

## Reference Form

(For reference by mail for potential 4-H Volunteer Position)

\_\_\_\_\_ is applying to work with 4-H youth as a volunteer with Delaware Extension and has given your name as a reference.

Individuals 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 4-H program seeks your assistance in selecting the most qualified people to serve in volunteer roles and will appreciate your prompt completion of this reference form.

► How long and in what capacity or position have you known the applicant?

**Please mark how you would evaluate the applicant's qualities, using this scale:**

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Not Known</b>
Understanding of children				
Communication skills				
Ability to organize				
Respect for others				
Dependability				
Sense of humor				
Sense of Fairness				
Enthusiasm				
Flexibility				
Patience				
Initiative				
Resourcefulness				

1. How would you rate the applicant's general ability to work in a volunteer role with youth?

Excellent     Good     Fair     Poor

Comments:

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

3. How much experience does the applicant have working with people who are developmentally disabled, from different cultural backgrounds, from different socio-economic backgrounds?

- Much experience       Some experience       Little/no experience

Comments:

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

- Very good. I would trust this person with my organization's records and money.  
 Fair. The person will do ok, but will need some help handling records and money.  
 Poor. Handling records and money is a problem for this applicant.

5. How would you describe the applicant's general outlook/stability?

- Consistently positive and reasonable.  
 Usually positive and reasonable.  
 Moody and hard to predict.  
 Consistently negative, grumpy, and unreasonable.

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

- Yes       No

Comments:

7. Do you know any reason why this person should NOT be considered for this volunteer position?

- Yes       No

If yes, please explain:

Name (print) \_\_\_\_\_

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

Thank you! We appreciate your assistance in helping Kent County 4-H select the best qualified people to serve in volunteer roles.

**Please return this completed form to: Kent County Extension Office, 69 Transportation Circle, Dover, DE 19901.**

Adapted with permission from the Ohio 4-H Program (8/01).

