is applying to serve as a 4-H volunteer with the Ohio State University Extension and has given your name as a reference.

Individuals in volunteer positions help others learn new skills, increase their abilities to work together, manage their own activities, and develop and/or strengthen their ability to be contributing members of society.

O.S.U. Extension 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:

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Not Known</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respect for others</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sense of humor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sense of Fairness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enthusiasm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patience</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resourcefulness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understanding of children</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working with other adults</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. How would you rate the applicant’s general ability to work in a volunteer role with youth and/or other adults?

   □ Excellent   □ Good   □ Fair   □ Poor

   Comments:

2. What additional skills, abilities and attributes does the applicant have that would be helpful in their role as a volunteer?
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 or no experience
   - [ ] Unknown
   Comments:

4. How would you describe the applicant’s ability to handle records and/or money?
   - Very good….I would trust this person with 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 interactions with other adults?
   - [ ] Consistently positive and reasonable
   - [ ] Usually positive and reasonable
   - [ ] Moody and hard to predict
   - [ ] Negative and unreasonable

6. Would you be willing to place a child or other individual 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:

Signature ___________________________ Date ___________________

OSU Extension, Lake County
Attn: 4-H Youth Development
99 East Erie St.
Painesville, OH 44077