



Reference Form

(12/17/91; 4/02)



_____ 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:

	Excellent	Good	Fair	Not Known
Communication skills				
Organizational skills				
Respect for others				
Dependability				
Sense of humor				
Sense of Fairness				
Enthusiasm				
Flexibility				
Patience				
Initiative				
Resourcefulness				
Understanding of children				
Working with other adults				

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 _____

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