

MEMO TO:

FROM: County Extension Agent

_____ is applying to serve as a volunteer with the _____ county Extension program and has given your name as a reference.

Individuals serving as chaperones will be in supervisory and leadership roles with youth ages nine to nineteen. Volunteers help youth have fun while learning new skills, increasing their abilities to work together, managing their own activities, and developing into productive adults.

The Extension Service needs your assistance in selecting the most qualified people to serve in volunteer roles and appreciate your prompt completion of this reference form. All comments will be treated in a confidential manner and will not be shared with the applicant.

Please contact me if you have any questions or concerns and again, thank you, for your assistance.

Youth Leader Personal Reference For Cooperative Extension Programs

Please feel free to add additional pages of comments or information. Return this form and any attachments to:

Candidate _____

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

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

E=excellent

G=good

F=fair

N=Not known

Understanding of children _____

Communication skills _____

Ability to organize _____

Supervisory skills _____

Role model for youth _____

Respected by others _____

Sense of humor _____

Leadership skills _____

Dependability _____

Enthusiasm _____

Flexibility _____

Initiative _____

Resourcefulness _____

Ability to work with others _____

Sense of fairness _____

Do you know of any reason why this person should not be in an unsupervised leadership role with youth? If so, explain.

Would you be willing to place your child or any other child for whom you are responsible, under this person's unsupervised care? Why or why not?

Would you select this person for this position? Please explain.

Signature _____

Phone Number _____ Date _____