

# MSU EXTENSION - CALHOUN COUNTY VOLUNTEER MAIL REFERENCE FORM

\_\_\_\_\_ is applying as an MSU Extension – Calhoun County volunteer to work with youth aged 19 and under and/or with adults who have severe mental, physical or emotional disabilities. He or she has given your name as a reference, with approval for you to release information about him or her.

Adults 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. MSU Extension – Calhoun County seeks your help in providing information about people to serve in volunteer roles and will appreciate your prompt completion of this reference form. Please return it in the enclosed preaddressed, stamped envelope.

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

**E = Excellent G = Good F = Fair U = Unknown**

- |                                |                       |                 |
|--------------------------------|-----------------------|-----------------|
| ___ Understanding of children  | ___ Dependability     | ___ Flexibility |
| ___ Communication skills       | ___ Sense of humor    | ___ Patience    |
| ___ Ability to organize        | ___ Sense of fairness | ___ Initiative  |
| ___ Respect for others         | ___ Resourcefulness   | ___ Enthusiasm  |
| ___ Ability to complete a task | ___ Honesty           |                 |

Please share your impression and knowledge of the applicant's qualifications for the position by using specific examples where possible.

1. How long have you known him or her?

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2. Please comment about this person's ability to work with young people.

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3. Please comment about his or her sense of responsibility and follow through on commitments.

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Over, please . . .

4. Please comment about this person's leadership skills, organizational skills, people skills, etc.

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5. Are there any reasons why you feel this person would be an unsuitable volunteer to be working with young people? Please explain.

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6. Would you be comfortable having your child, or children you know, under the guidance of this person? Please explain.

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7. Has this person ever been convicted of a crime that you are aware of? Please explain.

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8. Any other comments. Please attach an additional sheet if you need more space.

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

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

Daytime phone (\_\_\_\_\_) \_\_\_\_\_

**Thank you!**

Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status family status or veteran status.