

MSU EXTENSION VOLUNTEER MAIL REFERENCE FORM

_____ is applying as an MSU Extension volunteer to work with youth aged 19 and under and/or with adults who have severe mental, physical or emotional handicapping conditions. 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 seeks your help in providing information about people to serve in volunteer roles and will appreciate your prompt completion of this reference form. **Please complete and return to Ingham County MSU Extension, 121 East Maple Street, P O Box 319, Mason MI 48854.** Call 517-676-7207 for any questions about this form.

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	_____ Sense of humor	_____ Honesty
_____ Ability to complete a task	_____ Resourcefulness	_____ Enthusiasm
_____ Sense of fairness	_____ Patience	_____ Respect for others
_____ Communication skills	_____ Flexibility	_____ Dependability
_____ Ability to organize	_____ Initiative	_____ Understand persons with disabilities

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

1. How do you know this person? How long have you known him or her?

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

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

4. Please comment about this person's leadership skills, organization 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 youth and/or or adults with disabilities?
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6. Would you be comfortable having your child or individuals you know, under this person's guidance? Why?
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7. Has this person ever been convicted of a crime of which you are aware?
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Any other comments (please attach an additional sheet if you need more space):

Name (please print)

Signature _____ Date _____

Daytime phone (____) _____

Thank you!

MSU Extension programs and materials are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, or family status.