

Date: _____

Dear _____:

_____ is applying to work as a volunteer in the Colorado State University Extension 4-H Youth Development Program and has given your name as a reference. 4-H Youth Development seeks to provide a safe learning environment for youth and well-qualified people to serve as volunteers.

Please assist us in our efforts by completing the enclosed questionnaire. Please return the questionnaire in the enclosed self-addressed envelope by _____. Or, if you wish, you can call me at (____)_____ for a telephone reference.

Enclosed is a set of characteristics we look for in a 4-H Youth Development Leader.

Your comments will be confidential and will be used only to determine the candidate's suitability as a 4-H Volunteer.

Thank you for your cooperation.

Sincerely,

enc.

CONFIDENTIAL REFERENCE QUESTIONNAIRE FOR 4-H VOLUNTEER

Applicant's Name: _____

Your Name: _____

Your Phone Number: Day: (____) _____ Evening: (____) _____

1. In what capacity have you known this applicant? _____

For how long? _____

2. Please use this chart to evaluate the applicant's qualities.

	Excellent	Good	Fair	Not Known
Understanding of youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility/follow through	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to organize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please share your comments regarding any of the above qualities by using specific examples, when possible.

4. What qualities does this person have that will benefit 4-H Youth Development as a youth organization?

5. Are you aware of any limitations that would make this person an unsuitable volunteer to be working with youth? If so, please describe.

6. Would you be comfortable having your child or youth you know under the guidance of this person? ____ YES ____ NO

If NO, please explain: _____

7. To the best of your knowledge, has this person ever been convicted of a crime against youth? ____ YES ____ NO

If YES, please explain: _____

8. To the best of your knowledge has this person ever been convicted of another crime which might affect their ability to work with youth? ____ YES ____ NO

If YES, please explain: _____

9. To the best of your knowledge has this person any history of alcohol or drug abuse?
YES NO

If YES, please explain:

10. Please add any other comments you might wish to share. (Use back of this paper if you need more space.):

Thank you very much for your help. We appreciate your honest responses.
All information you have provided will be kept confidential and used only to determine the candidate's suitability as a 4-H Volunteer.