

**Confidential**

**Date Received:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_

**Oregon State University Extension Service  
4-H Reference Form A**

Applicant's Name:

The above named individual is applying to do volunteer work in an Oregon State University Extension Service 4-H Youth Development Program and has given your name as a reference.

The OSU Extension Service seeks your assistance in selecting the best qualified people to serve in 4-H leadership roles and will appreciate your prompt completion of this reference form. To the extent provided by law, information you provide will be treated in a confidential manner.

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1. How long have you known the applicant?

2. What is your relationship to the applicant?

3. Have you ever worked with the applicant in a volunteer capacity? If yes, please describe:

5. Does the applicant have a positive and pleasant attitude toward volunteer work?

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

E = Excellent

G = Good

F = Fair

N = Not Known

Understanding of Children

Dependability

Flexibility

Communication Skills

Sense of Humor

Patience

Ability to Organize

Sense of Fairness

Initiative

Respect for Others

Enthusiasm

Resourcefulness

Ability to Complete a Task

Role Model for Youth

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

5. How well does the applicant interact and work with children/youth?

6. How well does the applicant interact and work with other adults?

7. Is the applicant tactful and sensitive when working with people whose opinions and actions differ from his/her own? Please explain:

8. How would you describe the applicant's ability to handle records and/or money?

9. What do you think are the applicant's greatest strengths and weaknesses as they relate to working with people (both youth and adults) and leading a group?

Strengths

Weaknesses

10. What additional skills, abilities, and attributes does the applicant have that would be helpful in this position?

11. Would you be willing to place your child, or any other child for who you are responsible under his/her leadership? Why?

12. Do you know any reason why this person should **not** be considered for this position?

If yes, please explain:

13. Would you recommend this applicant for this position?

Very Strongly       Yes       With Some Hesitation       No

Reference Name:

Phone:

Address:

City

State

Zip

Date: