REFERENCE FORM FOR WASHINGTON STATE UNIVERSITY EXTENSION
VOLUNTEER POSITION WORKING DIRECTLY WITH YOUTH
(for phone or face-to-face interviews)

Volunteer’s Name ___________________________________________________________

Reference’s Name ___________________________________________________________

Address ____________________________________________________________________

Position _______________________________    Interviewed by________________________

Phone (     ) __________________________     Date______________________________

___________________________________________________ is applying to work with youths in an
Extension program and has given your name as a reference. I would like to ask you some questions. Your
comments will be treated in a confidential manner. Do you have a few minutes?

1. How long have your known the volunteer? ________________________________

2. What is your relationship to the volunteer? ________________________________

3. Have you ever worked with the volunteer in another volunteer capacity? _________
   if yes, please describe. _______________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________

Explain the position the volunteer will be assuming, i.e., Master Gardener, 4-H Leader, Master Food
Advisor.)
4. What strengths/weaknesses would the volunteer bring to this position?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

5. Please describe situations where you have observed the volunteer interacting well with children.
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

6. Please describe experiences the volunteer may have had in working with ethnic minorities.
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

7. Would you be willing to place your son or daughter, or any child for whom you are responsible under his/her leadership?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

8. Do you know any reason why this person should NOT be considered for this position?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Thank you. I appreciate your assistance in helping Washington State University Extension select the best qualified people to serve in volunteer roles.

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.

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