YMCA of Greater Seattle Volunteer Reference Form

**Prospective Volunteers**: Please give a copy of this form to each of your references and have each return it to the address on the second/reverse page. Current or past supervisors, co-workers, faith leaders, teachers, and school counselors are examples of appropriate references. Please exclude relatives and household members.

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| --- |
| Prospective Volunteer’s Full Name:  Desired Volunteer Position:  \*Does this position work with children / vulnerable adults: |

**Attention Reference:** The above person has applied to volunteer with the YMCA of Greater Seattle and has listed you as a reference. Please answer the following questions, to the best of your knowledge, based on your interactions with the applicant. **Please respond to both sides.**

|  |
| --- |
| How long have you known the person named above?In what capacity have you known him/her? |

1. In your judgment, how would you describe his/her character and attitude?

|  |  |
| --- | --- |
|  | Outstanding |
|  | Good |
|  | Adequate |
|  | Below Average |
|  | Poor |

Comments:

3. How would you describe his/her ability to work with and relate to children?

|  |  |
| --- | --- |
|  | Outstanding |
|  | Good |
|  | Adequate |
|  | Below Average |
|  | Poor |

Comments:

5. How would you rate his/her judgment in normal conditions?

|  |  |
| --- | --- |
|  | Outstanding |
|  | Good |
|  | Adequate |
|  | Below Average |
|  | Poor |

Comments:

2. How would you rate his/her reliability?

|  |  |
| --- | --- |
|  | Outstanding |
|  | Good |
|  | Adequate |
|  | Below Average |
|  | Poor |

Comments:

4. How would you describe his/her ability to work with and relate to adults?

|  |  |
| --- | --- |
|  | Outstanding |
|  | Good |
|  | Adequate |
|  | Below Average |
|  | Poor |

Comments:

6. How would you rate his/her judgment in stressful conditions?

|  |  |
| --- | --- |
|  | Outstanding |
|  | Good |
|  | Adequate |
|  | Below Average |
|  | Poor |

Comments:

1. What do you consider to be his/her strengths?

8. What are his/her areas for development and improvement?

***\*If the potential volunteer will be working with children or vulnerable adults (see page one), please complete the following three questions.***

1. To the extent you know, please tell us about this person’s roles with children; i.e., school volunteer, youth coach, youth group leader, etc.

10. If you have seen him/her discipline a child, could you please describe what you saw?

11. Are you aware of any reason why we should not allow this person to work with children? If yes, please explain:

|  |  |  |
| --- | --- | --- |
| Name of Reference: | | Date: |
| Home Phone: | Work Phone: | Email: |
| Company/Organization Name: | | Position: |
| (If faxed or mailed) Your Signature: | | |
| ***Note: The YMCA of Greater Seattle does telephone reference follow up for potential volunteers. The follow up call will take approximately five minutes.*** | | How can we best reach you?  Days:  Times:  Phone number: |
| Please return this form within one week directly to:  YMCA Staff Name: Branch:  Mailing Address:  Email Address: Fax: | | |

# Thank you for your time and energy in filling out this reference form!

##### For information on volunteering at the YMCA of Greater Seattle, see [www.seattleymca.org](http://www.seattleymca.org)

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| To be completed by YMCA staff only Was telephone follow up completed with this individual? [ ] No [ ] Yes... on what date?  If yes, by (name): Program:  Signature: Date:  Comments: |