

OHIO STATE UNIVERSITY EXTENSION
 MASTER GARDENER REFERENCE FORM
Cuyahoga County

Applicant's Name: _____ is applying to serve as a volunteer with the Ohio State University Extension and has given your name as a reference.

Individuals in volunteer positions help others learn new skills, increase their abilities to work together, manage their own activities, and develop and/or strengthen their ability to be contributing members of society.

OSU Extension seeks your assistance in selecting the most qualified people to serve in volunteer roles and will appreciate your prompt completion of this reference form.

How long and in what capacity or position have you known the applicant? _____

Please mark how you would evaluate the applicant's qualities, using this scale:	Excellent	Good Fair	Not Known
Communication Skills			
Organizational Skills			
Respect for Others			
Dependability			
Sense of Humor			
Sense of Fairness			
Enthusiasm			
Flexibility			
Patience			
Initiative			
Resourcefulness			
Understanding of Children			
Working with Other Adults			

L How would you rate the applicant's general ability of work in a volunteer role with youth and/or adults?

Excellent Good Fair Poor

Comments: _____

2. What additional skills, abilities and attributes does the applicant have that would be helpful in his/her role as a volunteer?

3. How much experience does the applicant have working with people who are developmentally disabled, from different cultural backgrounds, from different socioeconomic backgrounds?

Much experience Some experience Little or no experience Unknown

Comments: _____

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

Very good. I would trust this person with records and money.
 Fair. The person will do ok, but will need some help handling records and money.
 Poor. Handling records and money is a problem for this applicant.

5. How would you describe the applicant's general interactions with other adults?

Consistently positive and reasonable. Moody and hard to predict.
 Usually positive and reasonable. Negative and unreasonable.

6. Would you be willing to place a child or other individual for whom you are responsible under his or her leadership?

Yes No

Comments: _____

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

Yes No

If yes, please explain: _____

Signature: _____ Date: _____

Additional Notes/Comments: