



Certified Volunteer Reference

THE UNIVERSITY OF  
**ARIZONA**  
COOPERATIVE EXTENSION

Maricopa County Office  
4341 E. Broadway Rd.  
Phoenix, AZ 85040  
602-470-8086  
602-470-8092 FAX

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ is applying to work with young people through the Arizona 4-H Youth Development program and has given your name as a reference with permission to contact you.

Adults in 4-H youth development leadership positions help young people, ages 5 to 19, have fun while learning new skills, increasing their abilities to work together, managing their own activities and developing into productive adults.

Arizona Cooperative Extension seeks your assistance in selecting the best qualified people to serve in leadership roles involving youth and will appreciate your prompt completion of this reference form. Please return **within ONE WEEK**. All comments will be treated in a confidential manner with limited access to the files.

Extension Agent  
4-H Youth Development

.....  
\_\_\_\_\_ Check here if you DO NOT wish to provide a reference for this potential volunteer. Sign, date and return to the address shown on the back. Thank you for your consideration.

\_\_\_\_\_ Date \_\_\_\_\_

.....  
How long and in what capacity or position have you known the applicant? \_\_\_\_\_  
\_\_\_\_\_

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

- |               |          |          |                    |               |
|---------------|----------|----------|--------------------|---------------|
| E = Excellent | G = Good | F = Fair | U = Unsatisfactory | N = Not Known |
|---------------|----------|----------|--------------------|---------------|
- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| _____ Understanding of Young People | _____ 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 Young People |

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

1. Does the applicant interact well with young people?

2. Does the applicant have the ability to work in a leadership role with young people? Adults?
  
3. What additional skills, abilities and attributes does the applicant have that would be helpful in this position?
  
4. Does the applicant have any experience working with people of different cultural or ethnic backgrounds?
  
5. Is the applicant organized in handling records and/or money?
  
6. How would you describe the applicant's general outlook and stability?
  
7. Would you be willing to place your son, daughter or any child for whom you are responsible under his/her leadership?  
 YES       NO      Please explain.
  
8. Do you know any reason why this person should not be considered for this position?  
 YES       NO      If yes, please explain.

---

Respondent's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Respondent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

---

Return to: 4-H Volunteer Development  
Maricopa County Cooperative Extension  
4341 E. Broadway Rd.  
Phoenix, AZ 85040