

## Kansas 4-H Volunteer Screening Reference Form

(Form may be used by mail or e-mail)

\_\_\_\_\_ is applying to work with 4-H youth as a volunteer with K-State Research and Extension  
(Applicant name)

\_\_\_\_\_ 4-H Youth Development Program and has given your name as a reference.  
(Local Unit name)

The 4-H program seeks your assistance in selecting qualified people to serve in volunteer roles and appreciates your prompt completion and return of this reference form.

Individuals in volunteer positions help youth have fun while learning new skills, increasing their ability to work together, managing their own activities, and developing into productive adults. Please share your impression and knowledge of this individual's qualification for the position by using specific examples where possible. All comments will be treated in a confidential manner.

*(Please add additional pages, if needed.)*

1. How long and in what capacity or position have you known the applicant? Number of years \_\_\_\_\_  
Describe your association with the applicant. \_\_\_\_\_

2. How would you rate the applicant's general ability to work in a volunteer role with youth?  
 Excellent     Good     Fair     Poor  
 Comments: \_\_\_\_\_

3. Would you be willing to place any child for whom you are responsible under his/her leadership?  
 Yes     No  
 Comments: \_\_\_\_\_

4. How would you describe the applicant's ability to handle records and/or money?  
 *Very good.* I would trust this person with my organization's records and money.  
 *Fair.* The person will do okay, but will need some help handling records and money.  
 *Poor.* Handling records and money is a problem for this applicant.  
 *Not able to evaluate.*  
 Comments: \_\_\_\_\_

5. Do you know of any reason why this person should NOT be considered for a volunteer position with 4-H?  
 Yes     No  
 If yes, please explain: \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Reference Signature/email address  
*(If you submit this reference by e-mail, your e-mail address is considered your signature)*

**Thank you! We appreciate your assistance in helping K-State Research and Extension and the local 4-H Youth Development Program select qualified people to serve in volunteer roles.**