



The Children's Museum Inc.
 Attn: Volunteering
 (860) 231-2824
 180 Mohegan Drive
 West Hartford Ct. 06117

Reference for Student Volunteer Service

Student

Please PRINT your name and address below and give this form to a teacher, school guidance counselor, or other adult whom you have known at least one year and is not a relative (for example, employer, coach, religious teacher, or supervisor).

Name	
Street Address	
City, State, ZIP	
Phone	
E-Mail	

Referring Party

The student named above is applying for volunteer work at The Children's Museum. References are an important part of the application process. Your honest input is essential to the selection process. Please complete this form and return to the Children's Museum in a sealed envelope. This reference is confidential and will become part of the student's file with us. Thank you very much for your time and assistance.

Please check all responses that apply to this student and write comments wherever an explanation would be helpful.

Dependability

This student completes tasks...

Always on time

Usually on time

Needs extensions

Often misses deadlines

Punctuality and Attendance

Expectations are met by arriving...

Always there and on time

Usually on time

Occasionally tardy or absent

Often late or absent

Organization

When multiple tasks are given, the student...

- Organizes and completes assignments
- Needs guidance as to where to begin
- Seems to be overwhelmed and frustrated
- Becomes discouraged and gives up

Maturity

When faced with a challenge, the student...

- Is a reliable decision maker
- Usually sees the big picture
- Needs guidance
- Makes inconsistent decisions

Professionalism

The student will represent your institution/organization...

- Respectfully at all times
- Usually with respect
- Inconsistently respectful
- Often needs reminders of representation

Communication

When verbally communicating with others, the student...

- Clearly and thoroughly expresses ideas
- Is sometimes an effective speaker
- Needs prompting
- Is uncomfortable speaking in groups

Cooperation

When placed in groups, the student...

- Does his/her share and is respectful of others
- Usually works well and is able to compromise
- Has difficulty working with others
- Is disrespectful of others

Sensitivity

The student approaches personal differences (ex. culture, age, disability) ...

- With ease and acceptance
- With hesitation
- Through inexperience
- With intolerance

Strengths

Weaknesses

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Additional comments

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Referring Party Contact Information and Relationship

Name (printed)	
Relationship to student	
Street Address	
City ST ZIP Code	
Daytime Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete.

Signature	
Date	

Please return this form to

The Children's Museum Inc., Attn: Volunteering, 180 Mohegan Drive, West Hartford, CT 06117 or EMAIL HR@thechildrensmuseumct.org. Please contact the Volunteer Coordinator at (860) 231-2824 if you have questions about this form or need further information about our Volunteer Program.

Thank you for your help.