

New England Yearly Meeting Youth Staff Reference Check Forms

Below are the forms used as part of the application process for volunteer staff for youth and children's programs sponsored by New England Yearly Meeting (NEYM), including retreats, and programs at NEYM Annual Sessions. A similar form is used for childcare provided at other NEYM events. These documents are part of an applicant's personnel file. The applicant has the right to review this document upon request.

Note to meetings: These forms may be useful to you as you explore information you may want to collect from references for First Day School teachers. Please feel free to adapt these forms to your own needs.

New England Yearly Meeting of Friends (Quakers) JYM (Elementary) and JHYM (Junior High) Volunteer Staffing Recommendation

Greetings!

_____ is applying to be on staff for New England Yearly Meeting's Youth Retreat programs and gave us your name as a reference. We would appreciate your completing this recommendation as quickly as possible and returning it to Gretchen Baker-Smith, JYM/JHYM Retreats Coordinator

Part 1

Please rank the applicant from 1-5 in the following categories, with 5 being the highest.

1. Leadership experience or potential _____
2. Reputation within faith community _____
3. Dependability _____
4. Ability to handle challenges _____
5. Positive attitude towards children _____
6. Ability to communicate _____
7. Engages with youth readily _____

8. Youth interact readily with applicant _____
9. Role models ideals of faith community _____
10. Ability to teach/lead groups _____
11. Understands personal boundaries _____
12. Ability to work with other adults _____

Part 2

How long have you known the applicant (dates are helpful)? In what capacity?

What 3 or 4 adjectives come to mind when you think of the applicant?

What strengths, gifts, and talents do you think the applicant can share with children?

Please describe a typical scene that you've observed of the applicant interacting with children.

Do you foresee any problems this person would pose as a youth resource person, either for children, for co-workers, or for the programs as a whole? Would you have any concerns about this person working with children?

Please use the back for additional insights or comments. Thank you very much for your time and assistance.

Your Name: _____ Meeting/Church Affiliation:

Address _____

Home Phone :(_____) _____ Work Phone :(_____) _____ Email:

Today's Date: _____

**Young Friends (High School) Youth Program Staff Reference Check-
New England Yearly Meeting (Quakers)**

You have been listed as a reference by an applicant seeking to volunteer with NEYM's Young Friend retreat program. At our overnight retreats, we value youth safety and well-being of our teen participants first and foremost. Please share your experience of the applicant and their character so that we can select applicants who are appropriate, responsible and caring youth workers.

Name of applicant for whom you are serving as a reference:

One a scale of 1-5, please rate the applicant's dependability.

1 2 3 4 5

Poor

Exceptional

One a scale of 1-5, please rate the applicant's ability to step out of their comfort zone.

1 2 3 4 5

Poor

Exceptional

One a scale of 1-5, please rate the applicant's ability to communicate including asking for help.

1 2 3 4 5

Poor

Exceptional

One a scale of 1-5, please rate the applicant's friendliness.

1 2 3 4 5

Poor

Exceptional

One a scale of 1-5, please rate the applicant's flexibility and resilience in responding to unexpected changes.

1 2 3 4 5

Poor

Exceptional

One a scale of 1-5, please rate the applicant's ability to teach or lead groups.

1 2 3 4 5

Poor

Exceptional

One a scale of 1-5, please rate the applicant's ability to respond constructively to conflict.

1 2 3 4 5

Poor

Exceptional

One a scale of 1-5, please rate the applicant's ability to work with a diverse group of adults.

1 2 3 4 5

Poor

Exceptional

One a scale of 1-5, please rate the applicant's understanding of personal boundaries.

1 2 3 4 5

Poor

Exceptional

One a scale of 1-5, please rate the applicant's ability to respond positively to feedback.

1 2 3 4 5

Poor

Exceptional

Do you wish to give any explanation or clarification for why you chose the numbers that you did in the above questions?

Please tell us how long you have known this person and in what capacity. Dates are helpful.

What four adjectives first come to mind when you think of the applicant?

Have you personally witnessed this person interact with children or youth? If so, please describe a typical interaction.

If you have many experiences to choose from, observations of the applicant's interactions with teens are most useful.

Do you have any hesitations in recommending this applicant to serve in an overnight setting with high school age youth? Do you foresee any problems that the applicant's behavior would pose as a youth resource person, either for youth, for other volunteers, or for the program as a whole?

If you prefer to discuss your answer directly, please call the coordinator, Nia Thomas

Are there any special talents or skills you have seen in this person that may enrich our programs?

Do you have any additional comments for us as we consider this application?

Your name:

Your organization (if applicable):

Your phone number:

Your email address:

Today's date:

