



**BOYS & GIRLS CLUB**  
OF NORTHERN WESTCHESTER

**VOLUNTEER REFERENCE**

Department  
\_\_\_\_\_

**For Volunteer to Fill Out:**

Reference's Name \_\_\_\_\_

Reference's Phone #/E-Mail \_\_\_\_\_

Reference's Address \_\_\_\_\_

This is to certify that I hereby authorize \_\_\_\_\_ as my reference, to release my personal information, provided herein, to the Boys & Girls Club of Northern Westchester in connection with their consideration of my application for a volunteer position. Parental consent is also required if applicant is a minor.

Applicant's Name (Please Print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

**For Reference to Fill Out:**

**TO PERSON SERVING AS REFERENCE:**  
*The above named individual has applied to the Boys & Girls Club of Northern Westchester for a position as a volunteer in our \_\_\_\_\_ program and has given you as a reference. It will be most helpful if you could supply us with the information requested below at your earliest convenience. Your reply will be kept CONFIDENTIAL.*

1. How long, and in what capacity, have you known the applicant? \_\_\_\_\_

2. Personal and professional appraisal. Please check the appropriate box:

CHARACTERISTICS	Superior	Good	Average	Below Average
Knowledge of Field				
Personal Presentation				
Dependability				
Ability to Assume Responsibility				
Ability to Work With People				

3. Please indicate the strength of your overall endorsement by checking one of the following:

\_\_\_ Highly Recommended    \_\_\_ Recommended    \_\_\_ Not Recommended

4. If not recommended please explain: \_\_\_\_\_

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to:** Boys & Girls Club of Northern Westchester, 351 Main Street, Mount Kisco NY 10549 Fax: 914-666-9166