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*To Whom It May Concern:*

*The applicant listed on the first page of this form has expressed an interest in serving as a volunteer for the Advocacy Center for Crime Victims and Children. He/she is requesting a recommendation from you. It may be helpful in making your recommendation to review the volunteer position descriptions on the first page. The ability to interact well with people from a diverse population, as represented by our community, is required.*

*Thank you for completing the following two pages of this form and returning it at your earliest convenience to the Advocacy Center for Crime Victims and Children ♦ 2323 Columbus Avenue ♦ Waco, TX 76701. Be sure to provide contact information at the end of the recommendation. Please print clearly.*

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1. Approximately how long have you known the applicant? \_\_\_\_\_
2. How well do you know the applicant? \_\_\_\_\_ Casually \_\_\_\_\_ Well \_\_\_\_\_ Very Well
3. What is the nature of your relationship with the applicant?
4. Do you have knowledge of how the applicant relates to people? \_\_\_\_\_Yes \_\_\_\_\_No  
If yes, please explain:
5. To your knowledge, has the applicant ever had an alcohol or drug problem? \_\_\_\_\_Yes \_\_\_\_\_No
6. To your knowledge, has the applicant ever been a suspect in an abuse case? \_\_\_\_\_Yes \_\_\_\_\_No
7. To your knowledge, has the applicant ever been arrested on misdemeanor or felony charges? \_\_\_\_\_Yes \_\_\_\_\_No
8. Describe notable strong points:
  
  
  
  
  
  
  
  
  
  
9. Describe notable weak points or potential problem areas:

Please rate the following: <i>(check the appropriate box)</i>	Superior	Good	Acceptable	Marginal	Poor	No Opportunity to Evaluate
Acceptance of people who are different from him/herself						
Ability to organize and carry through tasks						
Judgement in making decisions						
Ability to use supervision						
Personality & characteristics compatible to working with people						
Verbal communication skills						
Written communication skills						
Demonstrates appropriate assertiveness						
Openness to change and personal growth through new learning						
Demonstrates understanding of how he/she comes across to other people (self awareness)						

Additional comments:

*The person recommending the applicant must complete the section below. Print clearly. Return the completed form to the Advocacy Center for Crime Victims and Children ♦ 2323 Columbus Avenue ♦ Waco, TX 76701*

Reference's Name: _____ Address: _____ City/State/Zip: _____ Email address: _____ Day Phone: _____ Evening Phone: _____
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Signature of Reference

Date