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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 Volunteer Coordinator at 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.

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:

	Superior	Good	Acceptable	Marginal	Poor	No Opportunity to Evaluate
Please rate the following: <i>(check the appropriate box)</i>						
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 Volunteer Coordinator at the Advocacy Center for Crime Victims and Children.

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

Signature of Reference

Date