

**Virginia Master Naturalist Program**  
**Volunteer Reference Form**  
(Must be emailed by Jan. 12<sup>th</sup> or mailed and postmarked by Jan. 8<sup>th</sup>)  
**Rivanna Chapter**



\_\_\_\_\_ is applying to work with the Virginia Master Naturalist program as a volunteer in the Rivanna Chapter and has listed your name as a reference.

The Virginia Master Naturalist program is sponsored by a group of Commonwealth of Virginia state agencies. Virginia Master Naturalist volunteers carry out natural resource education, citizen science, and stewardship service projects in their communities. Their volunteer work may include leading and educating other people, including youth.

The Virginia Master Naturalist program and its sponsoring agencies seek your assistance in selecting the most qualified people to serve in volunteer roles. We will appreciate your prompt completion of this reference form.

Please share your impression and knowledge of the applicant's qualifications for performing volunteer work, including possible education programs with youth. Understand that the reason we ask these questions is to ensure the safety of all people participating in our programs.

**1. How long and in what capacity have you known the applicant?**

**2. How would you describe the applicant's personal characteristics?**

3. Do you feel that there are any issues that would interfere with the applicant's ability to care for children under his/her supervision – anything that would endanger the child's well-being? If yes, please provide some information.

4. Due to safety issues, rules and guidelines must be followed in the Virginia Master Naturalist program. Please comment on the applicant's willingness and ability to operate within a structured program.

5. How would you describe the applicant's ability to handle records and money?

6. Is there any reason why this person should NOT be considered for this volunteer position?

**YES**

**NO**

If YES, why not?

Please evaluate the candidate on the following characteristics:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Not Known</u>
Ability to work with youth				
Ability to work with adults				
Interpersonal communication skills				
Public speaking skills				
Organizational skills				
Dependability				
Willingness to help others				
Resourcefulness				
Respect for others				
Leadership potential				
Positive attitude				

Thank you for taking the time to complete this reference form. We appreciate your assistance in helping the Virginia Master Naturalist program select the most qualified people to serve in volunteer roles. Please feel free to be in touch with us if you have any questions at [rma.curriculum@gmail.com](mailto:rma.curriculum@gmail.com)

**PLEASE RETURN THIS COMPLETED FORM to Rivanna Master Naturalists**

**E-mail the form by January 12, 2018, to [rma.curriculum@gmail.com](mailto:rma.curriculum@gmail.com)**

Or mail (postmarked on or before **January 8, 2018**) to:

Rivanna Master Naturalists, PO Box 8284, Charlottesville, VA 22906

\_\_\_\_\_  
Reference Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date