

SUMMER ROUNDUP
c/o Amy Schisler
PO Box 355
Bozman, MD 21612
410-725-1693 amyschisler@me.com

TO:

DATE:

FROM: Amy Schisler, Camp Director

SUBJECT: REQUEST FOR REFERENCE

_____ has given your name as a reference in applying for a position as _____ at our resident camp. For camp counselors we are seeking people with training and experience in working with girls. It is important that counselors enjoy and understand children, work well with other adults, and have a real love of outdoor living. It is also important that staff members be able to live and work in a close community during our camp session. The task of selecting the right staff for such an important position as summer camp leadership is difficult, and we would appreciate your analyzing as carefully as possible the above applicant. Your statement on this applicant will be considered confidential. Please mail to the address at the top of the page as soon as possible. As further action depends on your response, your prompt attention to this matter will be appreciated. Thank you for your consideration.

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

2. In your opinion is applicant mature enough to:

- | | | |
|--|------------------------------|-----------------------------|
| Be responsible for children in a camp setting? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Get along with co-workers under close living conditions? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Assume responsibility for carrying out delegated duties? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Accept on-going guidance and supervision? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Act calmly and responsibly in emergency situations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

COMMENTS:

3. Does applicant have the ability to help young girls think, plan and carry out their activities? Yes No

COMMENTS:

4. Do you know of any religious, cultural, or racial prejudice the applicant might have that would limit her ability to work with all children and staff? __Ye __No

COMMENTS:

5. In your opinion do you think the applicant is physically able to enjoy a week of active outdoor living?
__Yes __No

7. Please check the statements which best describe this applicant:

- | | |
|---|--|
| <input type="checkbox"/> Seems to lack self-confidence | <input type="checkbox"/> Takes initiative |
| <input type="checkbox"/> Gets along well with people of all types | <input type="checkbox"/> Finds change difficult |
| <input type="checkbox"/> Accepts suggestions and corrections | <input type="checkbox"/> Tends to be dictatorial |
| <input type="checkbox"/> Is adaptable to new situations | <input type="checkbox"/> Seems to have self-confidence |
| <input type="checkbox"/> Is tolerant of other's ideas and desires | <input type="checkbox"/> Almost always seems happy |
| <input type="checkbox"/> Gets angry easily; loses temper | <input type="checkbox"/> Seems to be self-centered |
| <input type="checkbox"/> Feels that supervisors are unduly critical | <input type="checkbox"/> Is often moody and depressed |

COMMENTS:

10. If you have any other information which would be helpful in our selection of this staff, please feel free to comment.

Signature _____

Phone No. _____

Position _____

Mailing address _____