

Dear Referee,

Please use this form to provide a written reference for _____
(volunteer's name) who has applied for the Reading Buddies program at Vaughan Public Libraries. The Reading Buddies program pairs volunteers with a child between the grades of 1 and 6. The pair meet once a week at the library for the program duration to help the child practice their reading. The Library screens all volunteers by asking for written references. Your responses are confidential.

Please complete this form, seal it in an envelope, **sign across the flap of the sealed envelope**, and return it to the applicant. Thank you for your assistance and for taking the time to complete this form.

Referee: _____
Name (please print) Signature

Occupation: _____

Referee's Phone number: (____) _____ Today's Date: _____

How long have you known the applicant? _____

Questions

1. How do you know the applicant?

2. What words would you use to describe this person?

3. Have you had the opportunity to see this person interact with children? If so, describe the experience.

4. Do you think this person will be suitable for the Reading Buddies program? Why or why not?

5. On a scale of 1-5 (5 being the highest) please indicate how you feel the applicant scores on the following personal characteristics (circle the appropriate number for each characteristic).

Responsibility	1	2	3	4	5
Dependability	1	2	3	4	5
Work Ethic	1	2	3	4	5
Ability to Relate to Children	1	2	3	4	5
Patience	1	2	3	4	5

6. Is there anything else you would like to tell us about this person?

Vaughan Public Libraries may contact you to confirm the information provided. If you have any questions or concerns, please contact Vaughan Public Libraries at (905) 653-READ.

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1990, MFIPPA/Regulation 29. Personal information collected on these forms is used to contact program participants. After the program the forms are destroyed and non-identifying statistical information is retained. Questions regarding the collection of this information should be directed to the Chief Executive Officer, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario, L6A 4W2, 905-653-READ (7323).