

## YSOP FELLOWS PROGRAM – Reference Form

**TO THE APPLICANT:** Please give this form to each of your references. Your reference should complete this form, seal it in an envelope, sign his or her name across the seal on the outside of the envelope and mail it to: *Fellows Program, YSOP, 15 Rutherford Place, NY, NY 10003.*

Remember, no application is reviewed until complete. Please make sure this recommendation is sent to YSOP as soon as possible.

Applicant's Name: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Organization/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

To the personal reference: The individual named above has applied to the Youth Service Opportunities Project (YSOP) for our Fellows Program. YSOP is a non-profit organization that since 1983 has engaged thousands of young people in volunteer service to hungry and homeless people. The YSOP Fellows Program continues our mission of involving young people in direct service, while encouraging their development as the future leaders of non-profit organizations.

YSOP Fellows spend a year involved with every aspect of our organization, leading high school and college students in service, organizing and preparing for our programs, fundraising, writing newsletters and publicity and working with our Board of Directors.

Considerable value is placed on personal references during the application review and selection process. Please describe the applicant as concretely and objectively as possible. All information is confidential and no applicant will be judged on the basis of a single reference. *Thank you in advance for your time and care.*

*Please answer questions 1, 2 & 3 on a separate piece of paper.*

1. In what capacity and for how long have you known the applicant?
2. Please comment on such qualities as the applicant's initiative, communication skills, ability to work with minimal supervision and as a member of a team.
3. Please include any other information about the applicant that seems relevant.
4. Please rate the applicant with respect to the following traits and abilities:

Intellectual Ability	<input type="checkbox"/>	Exceptional	<input type="checkbox"/>	Very Good	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair
Emotional Maturity	<input type="checkbox"/>	Exceptional	<input type="checkbox"/>	Very Good	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair
Flexibility	<input type="checkbox"/>	Exceptional	<input type="checkbox"/>	Very Good	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair
Dependability	<input type="checkbox"/>	Exceptional	<input type="checkbox"/>	Very Good	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair
Inter-Personal Skills	<input type="checkbox"/>	Exceptional	<input type="checkbox"/>	Very Good	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair

5. Overall Recommendation:

- Highly Recommend       Recommend  
 Recommend With Reservations       Do Not Recommend