

**HORIZON SCHOOL DIVISION
POLICY GFA - *Volunteers*
VOLUNTEER REFERENCE CHECK FORM
(For volunteer positions with unsupervised one-on-one time with students)**

SCHOOL: _____

NAME OF VOLUNTEER: _____

NAME OF REFEREE: _____ PHONE: _____

_____ has applied as a _____ (e.g. coach/supervisor) volunteer in our school. It is district policy to conduct a reference check for individuals working in this type of volunteer assignment. You have been listed as a reference. We would appreciate it if you are able to respond to a few questions.

1. In what capacity do you know _____?
2. Have you ever observed _____ working with children/youth?
3. Based on your observations, can you describe _____ attitude toward children/youth?
4. Can you describe his/her approach to engaging in activities with children/youth?
5. Has _____ ever had a difficult situation to manage with youth or parents? If yes, how did he/she approach the situation?
6. If you have observed _____ interaction with parents, can you describe the nature of the relationship?
7. Would you describe _____ as collaborative or a team player?
8. Do you have any comments or concerns regarding _____ working with children/youth at the elementary/secondary level?