



# Recommendation Request Form

Please return to: **Camp Fire Inland Northwest, 524 N. Mullan Rd., Ste. 102, Spokane, WA 99206**  
Phone: (509) 747-6191 Fax: (509) 747-4913 www.campfireinc.org

Your name has been given as a reference by \_\_\_\_\_ who has applied

for:  summer camp staff  dishwasher  bugler  Youth Leadership / Counselor in Training

at:  Camp Sweyolakan  Camp Dart-Lo  Camp Fire Inland Northwest program

We are seeking individuals who possess leadership qualities and have the ability to help build caring, confident youth and future leaders. The applicant will be working with young children and other staff and volunteer adults. Please take a few moments to complete this recommendation. Your promptness is appreciated, as recommendations are required prior to proceeding with any applicant. This recommendation is confidential. Please send completed recommendation form directly to the Camp Fire office with your signature across the unbroken seal of the envelope.

What is your relationship to the applicant?

friend  employer  employee  co-worker  teacher  other \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

If you employed this applicant, would you rehire him/her?  yes  no

Please Elaborate:

In your experience, how competent is the applicant in accomplishing what s/he sets out to do, as demonstrated at work, school, or in a position of responsibility?

- Outstanding:** Extremely competent
- Good:** Quite competent, follows up
- Average:** Adequate performance
- Below Average:** Doubtful performance, sometimes does not follow through, or abandons projects
- Poor:** Shows little initiative or follow-up.

Camp Fire Inland Northwest youth leadership participants work directly with children and are responsible for planning and carrying out a regular program. Based on your experience with the candidate, how would you rate his/her ability to work with young children?

- Outstanding:** Works extremely well with children, encourages creativity and involvement with each child, plans with them rather than for them.
- Good:** Works very well with children; kids enjoy being with him/her.
- Average:** Enjoys children; sets a good example.
- Poor:** Cannot work effectively with children.
- Not Applicable:** Have not seen applicant interact with children.

Please describe the applicant's notable qualities, abilities, skills, interests, training, or experience which may be related to the position for which they are applying:

Camp Fire Inland Northwest programs are inclusive, welcoming children, youth and adults regardless of race, religion, socioeconomic status, disability, sexual orientation or other aspect of diversity. How would you rate this individual on relationships with other people?

- Outstanding:** Unusually effective, works well alone or in groups; can lead or follow as the occasion demands.
- Good:** Works very well with others; highly respectful.
- Average:** Usually effective; sometimes accepting, occasionally not.
- Below Average:** There is reason to believe he/she will have difficulties working with other people.
- Poor:** Cannot work effectively with others.

Are you aware of any inappropriate relationships the applicant has had with peers or younger children?

Please comment on any reservations you have or potential weaknesses you see in the applicant as a youth leader.

Please indicate your overall recommendation for this applicant to work with young children as part of a leadership program for Camp Fire Inland Northwest:

- I recommend this applicant without reservation as an excellent prospect.
- I recommend this applicant as a good prospect.
- I have reservations, but feel there is a reasonable chance this applicant will succeed.
- I have substantial doubts about this applicant.
- I feel this applicant is unsuited for the position in which s/he is applying.

Is there anything else you would like to tell us about this applicant?

Print Name \_\_\_\_\_ Daytime phone \_\_\_\_\_

Signature \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-mail address: \_\_\_\_\_ Date \_\_\_\_\_

Thank you for taking the time to provide this recommendation. We appreciate your help in making sure we have excellent and appropriate youth leaders and volunteers working with Camp Fire Inland Northwest. If you have any questions about Camp Fire Inland Northwest, it's Club or Camp Programs, please contact the Camp Fire office at (509) 747-6191 X10 or visit us online at [www.CampFireINC.org](http://www.CampFireINC.org).