



Reference Form for Volunteers

_____ (Name of volunteer) has applied to become a volunteer with Cincinnati Museum Center at Union Terminal. As a volunteer, s/he may work directly with children, irreplaceable artifacts, valuable specimens, exhibit material or money. Thus it is our policy to check the references provided by the applicant, and we would appreciate your help in the screening process. Please answer the questions below and add any comments you wish to make about the applicant. A return envelope is enclosed for your convenience. You can be assured that the information you submit will be kept strictly confidential. Thank you for your assistance.

Name of person filling out reference form: _____

Address of referral: _____

Phone: _____

Date: _____

1. How long have you known this potential volunteer? _____

2. In what capacity have you known him/her (employer, friend, etc.)? _____

3. What strengths would this person bring to Museum Center?

4. Would this person have any difficulties fulfilling his/her duties as a volunteer? If so, what?

5. Is this person dependable, responsible and organized? _____

6. To your knowledge, does this person interact well with people? _____

7. Do you know of any reason why this person should *not* be considered for a volunteer position with Museum Center? _____

8. Is there anything else you would like to share about this person?

Thank you! Your completion of this form enables us to better serve the needs of both our volunteers and our visitors. **If you have any questions or comments you would like to share, please contact Angie Smorey, Director, Volunteer Services at (513) 287-7025, or by e-mail: asmorev@cincymuseum.org**