



Volunteer Coordinator: 507-218-3103  
1201 12th St SE, Suite 632  
Rochester MN 55902  
[spark@sparkrochestermn.org](mailto:spark@sparkrochestermn.org)

## Student Volunteer Reference Form

### Student

Please PRINT your name and address below and give this form to a teacher, school guidance counselor, or other adult whom you have known at least one year and is not a relative (for example, employer, coach, religious teacher, or supervisor).

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Referring Party

The student named above is applying for a volunteer position at Spark, The Children's Museum of Rochester. References are an important part of the application process. Your honest input is essential to the selection process. Please complete this form and return to the Children's Museum in a *sealed envelope*. This reference is confidential and will become part of the student's file with us. We appreciate you taking the time to assist us with this process.

Please check all responses that apply to this student and write comments wherever an explanation would be helpful.

#### Dependability

This student completes tasks...

- Always on time
- Usually on time
- Needs extensions
- Often misses deadlines

#### Punctuality and Attendance

Expectations are met by arriving...

- Always there and on time
- Usually on time
- Occasionally tardy or absent
- Often late or absent

#### Organization

When multiple tasks are given, the student...

- Organizes and completes assignments
- Needs guidance as to where to begin
- Seems to be overwhelmed and frustrated
- Becomes discouraged and gives up

#### Communication

When verbally communicating with others, the student...

- Clearly and thoroughly expresses ideas
- Is sometimes an effective speaker
- Needs prompting
- Is uncomfortable speaking in groups

**Maturity**

When faced with a challenge, the student...

- Is a reliable decision maker
- Usually sees the big picture
- Needs guidance
- Makes inconsistent decisions

**Cooperation**

When placed in groups, the student...

- Does his/her share and is respectful of others
- Usually works well and is able to compromise
- Has difficulty working with others
- Is disrespectful of others

**Professionalism**

This Student represents your institution/  
Organization...

- Respectfully at all times
- Usually with respect
- Inconsistently respectful
- Often needs reminders of representation

**Sensitivity**

The student approaches personal  
differences (ex. culture, age, disability) ...

- With ease and acceptance
- With hesitation
- Through inexperience
- With intolerance

Strengths:

Weaknesses:

Any additional comments:

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

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Please return this form to Spark, The Children's Museum of Rochester, 1201 12th St SE Suite 632, Rochester MN, 55902. Please contact Jeraka Tweite, Operations and Visitor Services Manager at 507-218-3103 or [jtweite@sparkrochestermn.org](mailto:jtweite@sparkrochestermn.org) if you have any questions or would like more information about our Volunteer Program. We appreciate your help.