



Camp Counselor & Support Staff

How To Complete The Reference Questionnaire

Please read before completing the reverse side of this form.

Dear Sir or Madam,

The person named on the reverse side of this form has applied for a position as either a **counselor** or **support staff** member on the Camp Counselors USA program. Your honest appraisal of this applicant will assist us in determining if the applicant is suitable to participate in the camp program in the USA.

The applicant must possess responsibility, flexibility, a sense of humor and a high level of moral integrity. Outlined below is a description of the two roles available at camp:

Counselor: As a counselor, the participant will be required to teach, lead and be a friend to a group of children aged anywhere from five to sixteen. Their primary responsibility is to ensure the children's safety and well-being and to help make the children's camp experience fun and rewarding. Their tasks usually include planning, leading, and joining in activities. The daily routine will depend on whether the participant is a general or a specialist counselor. A specialist focuses on teaching one particular skill, while a general counselor is involved with the overall supervision of a group of children. All counselors perform a wide variety of duties with children, and each day brings something new. Counselors live in cabins with children and often spend 24 hours a day for nine weeks with them.

Support Staff: As a support staff member, participants will work in the kitchen or laundry, in the office, or doing general maintenance work. The work can be quite demanding, though the hours are usually not as long as those of the counselors. To apply for such work, U.S. laws mandate that the participant must currently be enrolled in full-time study at a university and will return to full-time study at a university upon return from the USA. Previous skills and experience are not required; however, many jobs such as office work, cooking, plumbing, carpentry and electrical work do require experience. Staff will most likely live in cabins with other support staff members. Support staff must be dedicated and conscientious because the days are long and the job might be tedious.

As the referee, you need to make an objective assessment of the character and abilities of the applicant. Any additional comments which will help us to determine the suitability of the applicant are appreciated. **Your quick response is encouraged** as we are unable to proceed with the application without your reference. If you wish to share any reservations about the suitability of this applicant in private, please contact the Camp Counselors USA office.

This Reference Questionnaire should be completed by a teacher, coach, tutor, employer, priest, minister or rabbi. WE CANNOT ACCEPT REFERENCES FROM FAMILY MEMBERS, RELATIVES OR FRIENDS.

Thank you!

Please return the Reference Questionnaire as soon as possible to the applicant in a sealed envelope.
(Application cannot be processed without your reference).

Email: comments@ccusa.com Telephone in the USA: 1-415-339-2728



Reference Questionnaire

Applicant's Name _____ ID#

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To be completed by referee after reading the reverse side of this form. Because of the important responsibilities in a program involving children, your honest appraisal of the applicant is of the utmost importance. The information you provide is appreciated and will remain confidential. **Family members and peers—please do not complete this form.**

PERFORMANCE EVALUATION

Please check the items for which you have sufficient knowledge about the applicant:

	Excellent	Very Good	Good	Fair	Not Applicable/ Unable to Answer
1. Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Work habits/organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Adaptability/flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Relationship with co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Leadership abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Ability to work in groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Ability to relate to children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Children's response to applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OBJECTIVE RATING

Under each heading, check the phrase which most accurately describes the applicant:

1. **Ability to direct and influence others:**

- ☐ Exceptional leadership qualities
☐ Usually successful in leading others
☐ Unreliable leadership qualities

3. **Ability to relate to and give guidance to children:**

- ☐ Children naturally get along very well with applicant
☐ Children adequately participate
☐ Children often ignore instruction

5. **Ability to control emotions:**

- ☐ Well balanced, good control
☐ Average ability to control emotions
☐ Frequently irritated, impatient, or depressed

7. What is your relationship to this person? ☐ Teacher ☐ Coach/coaches my child ☐ Priest/Minister/Rabbi ☐ Supervisor
☐ Employer ☐ Tutor/tutors my child ☐ My child's babysitter

8. How long have you known this applicant? _____

9. Would you be willing and completely comfortable leaving your children under the applicant's supervision? Please explain:

_____10. Does the applicant show signs of any behavior which you feel would cause a concern when working directly with children?

_____11. Please comment on the applicant's suitability for this program (Use separate piece of paper if necessary):

You may be contacted by CCUSA or a camp for verification of your reference for this participant.

Name of Referee _____ Signature _____ Date _____

Address _____ Phone () () _____

Company _____ Position/Title _____

Email _____ Fax _____

Please return this form to applicant in a sealed envelope at your earliest convenience. Thank you for your evaluation!

