



## Carnegie Science Center Teen Volunteer Program Reference Form

### Student:

Please complete the name, address and school information on page one of this reference form. Place the form in an envelope addressed to:

**Volunteer Programs  
Carnegie Science Center  
One Allegheny Avenue  
Pittsburgh, PA 15212**

Ask a teacher, counselor, coach, youth leader, principal, or another unrelated, adult supervisor to provide a reference for you by filling out the form and mailing or faxing it to the attention of the Volunteer Programs at Carnegie Science Center. Your placement will not be determined until this form is returned to me.

Please print

Student's Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

School Currently Attending \_\_\_\_\_ Grade \_\_\_\_\_

### Dear Teacher/Counselor/Youth Leader/Coach/Principal/Supervisor:

Students interested in volunteering at Carnegie Science Center must provide a reference from an interested but unrelated adult. This form is confidential and will become a permanent part of the volunteer's file at Carnegie Science Center. Your candid evaluation is essential to assist us in selecting suitable candidates for volunteer roles and matching those candidates with appropriate job responsibilities. After completion, please mail or fax (412.237.3375) to the attention of Volunteer Programs at the Carnegie Science Center. If you have any questions regarding this form please feel free to contact the Volunteer Programs Office via telephone (412.237.1621) or e-mail ([volunteerprograms@carnegiesciencecenter.org](mailto:volunteerprograms@carnegiesciencecenter.org)). Thank you for your interest and prompt response.

Please complete the evaluation on the reverse side using a pen. Check all of the responses that apply and include comments if relevant in order to help determine qualifications, skills, interests and appropriate assignments.

**Attendance**

Exceeds Standards       Meets Standards       Needs Improvement

**Dependability/Punctuality**

Exceeds Standards       Meets Standards       Needs Improvement

**Appearance (neatness and following dress codes if any apply)**

Exceeds Standards       Meets Standards       Needs Improvement

**Speaking Ability**

**One on one**

Exceeds Standards       Meets Standards       Needs Improvement

**In front of groups**

Exceeds Standards       Meets Standards       Needs Improvement

**Reaction to Supervision**

**Following directions**

Exceeds Standards       Meets Standards       Needs Improvement

**Reaction to discipline and constructive criticism**

Exceeds Standards       Meets Standards       Needs Improvement

**Initiative (self motivation)**

Exceeds Standards       Meets Standards       Needs Improvement

**Ability to Learn**

Exceeds Standards       Meets Standards       Needs Improvement

**Work Attitude**

Exceeds Standards       Meets Standards       Needs Improvement

**Academic Performance**

Exceeds Standards       Meets Standards       Needs Improvement

**Overall Performance**

Exceeds Standards       Meets Standards       Needs Improvement

**Additional Comments:**

Name (please print) \_\_\_\_\_

Phone \_\_\_\_\_ Relationship to student \_\_\_\_\_

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

*Thank You!*