



Mary Ann Shaw Center for Public and Community Service  
Martin J. Whitman School of Management  
Henninger High School  
Huntington School

237 Schine Student Center  
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## Balancing the Books Reference Form

I \_\_\_\_\_ give permission for \_\_\_\_\_ to  
(name of referral)  
complete this reference form.

The above individual is applying for a position as a mentor/tutor with the Balancing the Books program. Mentors/tutors work on a one-to-one basis or in small groups with middle and high school students in a classroom/community setting. Acceptance into the program comes as a result of an individual's willingness and ability to contribute to a student's educational experience in a positive way.

Using the rating scale below, circle the number that best reflects your judgment about the applicant's performance on each of the following criteria.

1-Inadequate (completely fails to meet expectations) 2-Minimally adequate  
3-Satisfactory 4-Good 5-Outstanding (far exceeds expectations)

Dependability	1	2	3	4	5
Responsibility	1	2	3	4	5
Maturity	1	2	3	4	5
Leadership Skills	1	2	3	4	5
Ability to handle conflict	1	2	3	4	5
Ability to communicate and work with others	1	2	3	4	5

How long and in what capacity have you known the applicant?

Do you feel this applicant has the necessary qualities to maintain an optimistic attitude while working with middle school and high school aged students?

Please add any additional comments you would like to make about the applicant.

I give permission for Shaw Center to contact me regarding the above written reference.

Print name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Telephone # \_\_\_\_\_

Please return completed reference form to the Shaw Center, 237 Schine Student Center or return to applicant in a sealed envelope.