



Virginia Cooperative Extension

Virginia Tech • Virginia State University

Reference Request Form

Extension Master Gardeners are trained volunteer educators. VCE-MGs work within their local communities to encourage and promote environmentally sound horticulture practices through sustainable landscape management education and training. As an educational outreach component of Virginia Cooperative Extension, the Master Gardener program brings the resources of Virginia's land-grant universities – Virginia Tech and Virginia State University – to the people of the Commonwealth. Please answer the following questions about the requestor in relation to their ability to perform as a Master Gardener volunteer.

Requestor Name: _____

1. How long have you known him/her and in what capacity?
2. What aspects of his/her background would make him/her qualified and suitable for the volunteer position described?
3. How has he/she gained experience working as a member of a team? Describe a specific situation in which he/she worked as a member of a team toward a shared goal?
4. How would you describe his/her character, temperament, and attitude?
5. How would you describe his/her interaction and ability to work with youth? Would you be willing to place a child, for whom you are responsible, under this individual's care and supervision?

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; M. Ray McKinnie, Administrator, 1890 Extension Program, Virginia State University, Petersburg.



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6. How would you describe the applicant's skill to handle records and/or money?

7. Please share any additional information about this candidate that would be helpful in the volunteer selection process.

Your name: _____

Your signature: _____ Date: _____

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