



CAMP WINNEBAGO

Andy Lilienthal, Director

Winter: 131 Ocean Street, South Portland, ME 04106 • 207-767-1019 • Fax 207-767-1018

Summer: 19 Echo Lake Road, Fayette, ME 04349 • 207-685-4918 • 207-685-9190

Email: unkandycw@aol.com • Website: www.campwinnebago.com

Dear Reference:

Regarding: _____
(Applicant's Name)

The person named above has applied for a position as a counselor in our boys' camp. Your critical appraisal and confidential evaluation of the person will be of great help in selecting our staff.

It is most important for leaders of boys to be of high ideals, possess integrity, get along well with others in the intimate life of camp, be attractive to children, and demonstrate a willingness to do more than his or her share.

A counselor's summer involves living and working with boys between the ages of 8-15 for eight weeks. The counselor is with children during the day, then sleeps in the same cabin with a group of boys at night. Since lively children are very wearing, and since the time spent with them is a long one, in close proximity, the experience is demanding. We are particularly concerned that the counselors have a healthy relationship with the campers in every way.

We would appreciate your giving us confidential information about the applicant. On a number of occasions we find it necessary to hire on the basis of information supplied by references and statements made by the applicant. Therefore we hope you will be quite frank, candid and objective so that we may avoid mistakes that could result in a serious inconvenience for us and perhaps termination for the employee.

Please complete the checklist on the reverse side of this sheet, and return it to our South Portland address. Your speedy reply will be greatly appreciated.

Thank you for your response and kind assistance.

Sincerely,
Andy Lilienthal
Camp Winnebago

1. How long have you known the applicant and in what capacity _____

2. Would you rehire this person? Yes ___ No ___ If not, for what reason? _____

3. Is this person the type of person you would want as a counselor of your child? Yes ___ No ___

4. Would you have this person work for you if you ran the camp? Yes ___ No ___

Please explain if the answer is no. _____

5. Do you know of any behavior, activities, or associations which indicate the applicant is not reliable, honest, trustworthy, or of good conduct and character? Yes ___ No ___. If your answer is "Yes", please explain under item 7. In answering this question, please bear in mind that the applicant will be working and living around boys for an eight week summer session.

6. No one is perfect! If the applicant were to be unsuccessful in his position, what would you expect to be the most likely reason for this? _____

Please check the appropriate column	Outstanding	Above Average	Competent or Average	Weak or Below Average	Comments
Understanding the needs of children					
Character/integrity					
Ability to meet and deal with people					
Acceptance of Supervision					
Alertness-mental agility					
Teaching ability					
Initiative & Leadership					
Popularity					
Enthusiasm					
Oral expression					
Written expression					
Sense of Humor					
Emotional Maturity					
Cooperativeness					
Sense of Responsibility					
Physical energy					
SUMMARY					

7. Any additional comments you wish to make? _____

8. To the best of your knowledge, has the applicant ever had any criminal conviction for a child abuse or a sexual abuse offense?

Yes ___ No ___. Has the applicant ever had any convictions for a felony or a misdemeanor? Yes ___ No ___

SIGNATURE (electronic) _____

SCHOOL OR BUSINESS _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER DAY _____

PHONE NUMBER EVENING _____ DATE _____