

VOLUNTEER REFERENCE FORM
BURNABY PARKS, RECREATION & CULTURAL SERVICES

Your name has been provided as a personal reference by the individual indicated below. This prospective volunteer would like to take on a role within our department working with the community.

To be completed by volunteer:

Volunteer's Name (first & last) _____

Volunteer position(s) applied for _____ Special Events, Programs,
Theatre, Spring Break Camps

To be completed by reference:

Please note that a reference must be someone other than a friend or family member.

Reference name: _____

Relationship to volunteer: _____

Telephone: _____ Email: _____

How long have you know the person? _____

How do you think the City of Burnaby will benefit from this applicant's volunteer contributions?

Please offer any information that may assist us in selecting a compatible volunteer placement for this applicant. (Areas of interest, strength or opportunities for development)

Is there any reason you know of why the applicant may not be able to perform duties necessary for this volunteer position? Please explain.

On a scale 1-5 (1=low 5=high) how reliable would you consider this person? (i.e. punctuality, trustworthy, dependable) _____

Reference Signature: _____ **Date:** _____

The information on this form is collected under the Freedom of Information and Protection of Privacy Act and is necessary for an operating program of the City of Burnaby.

Return this completed form to:

Shadbolt Centre for the Arts

6450 Deer Lake Avenue

Burnaby BC V5G 2J3

Attention: Mona Lochan

Volunteer Coordinator

604-205-3043