

# TELEPHONE REFERENCE CHECK

## FOR

### **NEW VOLUNTEER LEADERS**

In a Cub Scout Pack, Boy Scout Troop, Varsity Scout Team or Venturing Crew or Ship - or in any position in a district or council, Adult leadership is a service to the community and helps youth become better citizens.

Quality leadership is important in the training of youth as members of the Boy Scouts of America.

There are procedures that need to be followed when selecting and approving new volunteer leaders.

In keeping with the policy of youth protection of the Boy Scouts of America, the Sam Houston Area Council has established the following procedures for the selection and approval of all leaders in a unit.

#### **PROCEDURE**

1. The applicant completes the Adult Leader Application and gives all copies to the Unit Committee Chairman. The applicant must sign the Criminal Background Check Authorization and must attach proof of having completed Youth Protection Training within the last 24 months.
2. The Unit Committee Chairman and Chartered Organization representative (CR) review the application.
3. The Chartered Organization Representative and Unit Committee Chairman check the applicant's references using the Telephone Reference Checklist on the back of this sheet.
4. The Chartered Organization Representative presents the applicant's Application to the head of the chartering Institution, who approves the Application. The head of the Chartering Institution may appoint the chartered organization representative to approve the adult applications. This signature certifies that each candidate has been properly reviewed and had his references checked by the Unit Committee.
5. The Application and fees must be forwarded to the Scout Service Center within 5 days – where the District Executive signs the Application, certifying that the selection process has been properly followed.

# TELEPHONE REFERENCE CHECKLIST

Name of Applicant \_\_\_\_\_

Name of Reference \_\_\_\_\_

Date \_\_\_\_\_ Reference Telephone \_\_\_\_\_

This is \_\_\_\_\_. I'm with Pack/Troop/Venturing Crew/Ship \_\_\_\_\_ of the Boy Scouts of America. \_\_\_\_\_ has made application to serve as a volunteer leader in Scouting and has given us your name as a character reference. We have been given written authorization to contact you. It will only take a few minutes. Could you please answer the following questions to the best of your ability?

1. How long have you known the applicant? \_\_\_\_\_  
year/months

2. In what capacity have you been affiliated with the applicant? \_\_\_\_\_  
friend/relative/business

3. What do you think of the applicant? \_\_\_\_\_  
leader/good follower/good with paperwork/fond of outdoor activities

4. What are the applicant's outstanding strong points? \_\_\_\_\_

5. Does the applicant have any difficulty in getting along with others? \_\_\_\_\_  
cooperative/personable/loner

6. Do you know of any problem the applicant has that would affect the leadership of youth? \_\_\_\_\_  
drug/alcohol/child abuse/immaturity

7. Would you entrust the care of your child to the applicant? \_\_\_\_\_

Reference checked by: Name \_\_\_\_\_

Phone \_\_\_\_\_