



## *Summer Camp USA Reference*

Dear Sir/Madam,

The person named overleaf is applying to BUNAC's summer camp counsellor programme for a position as a counsellor on a children's summer camp in North America. This form has been given to you as someone who should be familiar with the applicant's personality and skills and we would be grateful for your objective assessment of their suitability for the role of camp counsellor. Please answer all the questions overleaf even if you intend to enclose an extra, separate testimonial.

**If you do not feel able to give an objective assessment or have only known the applicant for a short period of time, or have not had significant recent contact with them, please do *not* complete this form but ask the candidate to contact BUNAC for guidance on selecting another referee. Please note that for the purposes of this programme parents, other relatives, friends, doctors, dentists, lawyers, godparents, neighbours and business colleagues are not acceptable as referees. Most suitable are: university/college tutor, teacher, employer, manager, supervisor, coach or activity leader, scout leader or youth leader.**

Camp counselling generally involves living and working with children for eight or nine weeks. The counsellor is with the campers all day as well as sleeping in the same cabin with a group of children at night. There are five or six days off during the summer, plus a few evenings. The ideal counsellor must love children, be warm, caring, with a good sense of humour, untiringly energetic, organised, flexible, outgoing, a mature and co-operative employee and one able to exercise good judgement at all times.

Most staff will also have to instruct in the activity area in which they are considered to be most proficient. Good personal ability in that activity is essential, but equally important is the applicant's ability to teach that skill. As you can see, the counselling experience can be exceptionally demanding and this job requires a special person!

If we place counsellors who turn out to be in any serious way immature, lazy, disorganised, unsociable, unreliable, or who show poor judgement and may not be able to gain the children's respect, both the counsellor and the children will suffer. Last year, the majority of the counsellors we placed had an enjoyable and rewarding, though hard-working summer. Those who are suited to the job derive immense benefit and enjoyment from participation, especially if they are planning to work with young people in the future.

We assess the applicant at interview but no interview, long or short, can provide a complete picture. It is important that we make the right assessments and we hope you will give us your assistance. We shall treat your remarks and conclusions confidentially and they will in no circumstances be passed on to the applicant. If you are aware of something in this applicant's background which possibly makes them unsuitable for working with children we would appreciate your sharing this with us.

For your information, applicants are required to disclose all criminal convictions, including spent convictions, under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are also required to provide a criminal background check. You should also be aware that we, or a camp director, may contact you to verify the information given overleaf.

It would be helpful to the applicant if you could respond to the address below **as soon as possible**. We cannot begin to place him/her until we have your opinion and every day counts if we are to be successful in placement. Thank you very much for your time and assistance.

Anna Crew  
Director, *Summer Camp USA*

# BUNAC Summer Camp Reference 2008

Applicant's interview date \_\_\_\_\_

Please read the information overleaf before completing this form. Please return this form to BUNAC in London as soon as possible.

1. Name of applicant (in CAPITALS please) \_\_\_\_\_ Mr/Ms
2. Your name as referee \_\_\_\_\_
3. What is your connection with the applicant? (See overleaf.) \_\_\_\_\_
4. If you have employed him/her, please state in which capacity \_\_\_\_\_
5. How long have you known him/her? When was your last (recent) contact? (Please give dates.) \_\_\_\_\_

6. How would you rate his/her personality and suitability for camp counselling as regards:

	OUTSTANDING	GOOD	FAIR	POOR
ATTITUDE				
CO-OPERATION				
ENERGY				
ENTHUSIASM				
FLEXIBILITY				
HUMOUR				
INITIATIVE				
LEADERSHIP				
LOYALTY				
MATURITY				
ORGANISATION				
RESPONSIBILITY				
SOCIABILITY				
TOLERANCE				
WARMTH				

7. From your knowledge, how well does the applicant relate to: a) children, b) employers, c) co-workers? \_\_\_\_\_
8. In your opinion what are the applicant's best camp activity skills and outstanding personality strengths relevant to camp counselling? How well do you think the applicant could teach their activity skills at camp?  
\_\_\_\_\_
9. Would you employ the applicant to teach these skills and work with children? \_\_\_\_\_
10. To your knowledge, has the applicant suffered any significant physical or mental health difficulties? If so, please specify.  
\_\_\_\_\_
11. Are you aware of any circumstances in the applicant's background which may make him/her unsuitable for camp counselling, e.g. accusations of child abuse, criminal convictions, personality problems? If yes, please explain.  
\_\_\_\_\_
12. Would you recommend him/her for participation in an international cultural exchange programme such as this one? Please explain.  
\_\_\_\_\_
13. The applicant gave his/her earliest date for leaving for the USA as \_\_\_\_\_ and I confirm that this date is acceptable to me: Yes  No  Not applicable

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_  
 E-mail \_\_\_\_\_ Tel (daytime) \_\_\_\_\_