

CONFIDENTIAL NON-GUIDING REFERENCE FORM

VOILA 2026

Date Received _____

Name of Applicant: _____

Event: VOILA 2026

Application Deadline: April 11, 2025

An adult outside of Guiding (NOT a relative) is asked to complete this form. The applicant should provide you with a description of the event so that you can evaluate her in accordance with the expectations of the event.

**Do not return this form to the Applicant. Do not attach additional sheets.
By the above deadline send form to any-girlengagement@girlguides.ca**

Guidelines for the completion of this form are on the second page. Please evaluate the applicant (in as much detail as possible) in the categories listed below:

1. In what capacity and for how long have you known the applicant?

2. Social and Emotional Maturity:

3. Ability to adjust to different situations and people: _____

4. Sense of responsibility, co-operation and initiative:

5. Leadership ability:

6. What in your opinion would make this applicant a suitable person for this event?

7. Further Comments:

Name: _____ Relation to Applicant: _____ Date: _____

Signature: _____ Email #: _____ Telephone: _____

We protect and respect your privacy. Your personal information is used to communicate within our organization. We do not provide or sell this information outside our organization. For further information, see our privacy statement at www.girlguides.ca.

GUIDELINES FOR COMPLETING CONFIDENTIAL NON-GUIDING REFERENCE

This form is to be completed by someone who:

- Is NOT a relative.
- Is not and has not been a member of Guiding.

You could ask a teacher, coach, minister, employer, employee, adult co-worker, family friend, neighbor etc.

Many applicants apply for this event. Therefore, filling out this form completely is very important.

In order to help us select the most suitable representative of Guiding within Alberta, NT, and YT for this event, your honest, detailed evaluation in the space provided of the applicant's qualities is greatly appreciated. The guidelines given below are suggestions only; your additional thoughts are very valuable. Any information given will be considered strictly confidential.

This is a confidential form, it will not be shared with the applicant.

2. *Social and emotional maturity:* Courtesy, tolerance, adaptability, poise, capability, expression of thoughts, awareness, sincerity.

3. *Ability to adjust to different situations and people:* Is she quick to realize if any problems are developing with different conditions she may encounter overseas, with new and unexpected situations? Can she adjust to different situations? Can she get along with all age groups? Has she a sense of humor?

4. *Sense of responsibility, co-operation and initiative:* Does she accept duties assigned to her? Does she do her share? More? Less? Does she show initiative? Is she able to work co-operatively with other adults/girls in decision making and solving problems? Does she make suggestions, voice her opinions?

5. *Leadership ability:* Leadership, ability to mix, ability to listen, sense of humor, consideration, ability to conform to the discipline of the group, co-operation, tact, attitude toward all age groups.

6. *What in your opinion would make this applicant a suitable person for this event?* Read the information sheet pertaining to the event. Does she have any outstanding personality traits or skills that would enhance the experience she and others would have at this event?

Further Comments: Please be objective and honest whether or not you would recommend this applicant to be selected for this event. Sending an applicant not suitable for the event is not fair to her nor her fellow participants.