



## Saint Elizabeth of Hungary Roman Catholic Church

175 Wolf Hill Road, Melville New York 11747

Phone: 631-271-4455 Fax: 631-271-1415

### Reference Letter Please return to: Msgr. Francis J. Schneider

Throughout the country, volunteer organizations and churches are asking their volunteers to provide references. This is done to assure the safety of children, the elderly and the volunteers themselves. The information on this form stays in a confidential file in our parish and is not shared with any outside organizations or institutions.

**Instructions to Volunteer Minister:** Please fill in the top portion of this form, sign it and give to a person you ask to be your reference. Ask him/her to return it directly to the parish.

RE: Name of Volunteer Minister: \_\_\_\_\_

Address: \_\_\_\_\_  
(street, city, state, zip )

Dear \_\_\_\_\_

St. Elizabeth of Hungary Parish has asked its volunteer ministers to provide references.  
I hereby release you to provide answers to the questions provided and to make comments concerning my abilities and general character.  
Thank you.

\_\_\_\_\_  
signature of volunteer minister

**Instructions to person giving this reference:** Please fill in this portion of the form and return it to the person listed at the top of this page. You may continue on the back if more space is needed.

Please PRINT your name: \_\_\_\_\_

a. How long have you known the person indicated above? \_\_\_\_\_

b. In what capacity do you know this person? \_\_\_\_\_

c. Are you aware of any circumstances or situations where you would question this person's ability to be trusted with the care of others? \_\_\_\_\_ If yes, please explain.

d. Do you have any reservations regarding this person as a volunteer? \_\_\_\_\_ If yes, please explain.

e. Please feel free to make additional comments concerning this individual including what you see as his/her special strengths and talents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Address: \_\_\_\_\_  
(street, city, state, zip )

*Thank you for your help in providing this reference.*