

C O R O E X P L O R I N G L E A D E R S H I P P R O G R A M  
2 0 0 9 - 2 0 1 0 A P P L I C A T I O N

R E F E R E N C E F O R M

**T O T H E A P P L I C A N T**

Please fill out the top portion of this form and give it to a teacher, counselor, coach, or supervisor in your other activities.

Applicant Name	High School
Name of Reference	Relationship to Applicant

**T O T H E R E F E R E N C E P R O V I D E R**

You may complete this form online by visiting [www.coro.org/apply](http://www.coro.org/apply). Go to Step 3 and follow the link.

The above named 10<sup>th</sup> grader is applying to Coro's Exploring Leadership Program. Launched in 1998, Exploring Leadership is a 10-month full-time summer and part-time junior year leadership development program (June 22-April 29) for 36 entering 11<sup>th</sup> graders – 18 in San Francisco and 18 in the East Bay – who are interested in developing their leadership skills to make a difference in their high school and neighborhood communities. Each Youth Fellow receives a \$1,200 stipend.

Participants learn by doing, through internships, interviews of public leaders, group work, community service, and skill-building. Please visit our web site at [www.coro.org/el](http://www.coro.org/el) to learn more.

Exploring Leadership brings together participants who are diverse in many ways, including their learning and leadership styles. Your comments give us a key perspective that we take very seriously in our selection process. Please give your frank opinion of this applicant in response to the following questions, and feel free to use a separate sheet of paper if necessary.

Please give this reference to the applicant in a sealed envelope with your signature over the flap OR fax your reference form to Coro (415.986.5522). The application is NOT complete until we have received this reference form. If you have any questions, please contact Amy Chan, Director of Youth Programs, at [achan@coro.org](mailto:achan@coro.org) or (415) 986-0521 x 105. Your responses will be kept confidential. Thank you! APPLICATION DEADLINE: Friday, March 6<sup>th</sup>

Your Title	School/Organization
Address	City, State, Zip Code
Phone Number (xxx-xxx-xxxx)	Email Address

1. How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

2. Please list 3 of the applicant's most important strengths and areas for growth:

Strengths	Areas for Growth
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>

3. We like to learn about the character of the applicant. What makes her/him unique? What does s/he care about?



E X P L O R I N G L E A D E R S H I P - 2 0 0 8 A P P L I C A T I O N

- 4. What role does the applicant usually play when s/he works in a group? Please tell us any thoughts that you have about how s/he speaks; listens; handles shared work; and reacts to disagreement, conflict, and feedback.
- 5. Exploring Leadership requires participants to work independently often – most importantly, when they undertake multi-week projects and eight-hour work days at their internships in nonprofits, government offices, and businesses. Please rate and comment on the applicant’s skills in these areas: 1=Below average; 2=Average; 3=Good; 4=Excellent; 5=Outstanding

Skill/Ability	Rating	Comments
Completing tasks requiring sustained attention		
Problem-solving		
Knowledge of when to ask for help		
Courteous/professional communication		
Initiative		
Time-management		

Can the applicant work in an internship with little supervision? Circle: Yes No If not, what are your concerns?

- 6. Exploring Leadership participants learn not by being taught lessons, but by experiencing, reflecting, and actively taking lessons from themselves and their peers. Please rate and comment on the applicant’s ability to deal with these situations:

Skill/Ability	Rating	Comments
S/he must set her/his own learning goals		
S/he is out of her/his comfort zone		
The importance of a lesson is not obvious		
S/he encounters a new idea or experience		
A very challenging concept/assignment		

- 7. What do you think that the applicant could gain from participating in Exploring Leadership? Also, please take this opportunity to tell us anything additional that we should know about the applicant’s background or life circumstances.

I attest that the information that I am submitting in this reference form is true to the best of my knowledge.

Signature

Date