

**Camp Bishopswood
Diocese of Maine
143 State Street
Portland, Maine 04101
207-772-1953 x27 • Fax 207-773-0095
Georgia Koch, Director gkoch@diomaine.org**

Staff Reference Request

Date _____

Dear _____

Your name has been given to me by _____ as a reference of his/her character and experience. I would be grateful if you would complete and return this form to me at your earliest convenience.

_____ has applied for a summer position at **Camp Bishopswood** as a _____ . **Camp Bishopswood** is a co-ed camp for children ages 7-15.

Working in a residential camp is generally very demanding and requires a special person to do the job effectively. I am seeking staff members who display maturity, competence, enthusiasm, sincere caring for others, esp. children, and enjoy a lifestyle compatible with camp living. With that in mind, I am asking you to complete the back of this form and return it to me as soon as possible.

You may also reach me via e-mail or phone, if you wish.

Thank you very much for your help. Much of the success of the camp program depends on the selection of appropriate staff members. You will be a great help to me in doing that by providing your honest opinion of the applicant about whom I am inquiring.

Sincerely,

Georgia L. Koch
Director, Camp Bishopswood

P.S. Please feel free to add any other comments or information that you think may be helpful to me in evaluating this applicant as a possible staff member at **Camp Bishopswood**. If I may be of assistance to you in providing this information, please do not hesitate to contact me.

1/03 glk

