



Reference Check Sample

Conduct reference checks by telephone, mail, e-mail, fax or personal visit. If you are doing the check in person or by phone, use a form such as this to make notes. Attach additional sheets if necessary.

Name of Applicant (family): _____

Please complete and return this form as soon as possible to: _____

The above family is interested in being a host family for [\[insert details of your event\]](#).

The family would be responsible for hosting for _____ days the following

1 adult leader OR 1-2 girls ages _____ to _____.

We would appreciate your honest opinion about this family's ability to be responsible hosts.

1. **How long and in what capacity have you known this family?**
2. **In your opinion, is this family willing to provide adequate supervision and to make every reasonable effort to ensure the safety of the visiting Guiding Member(s) in their care?**
3. **In your opinion, is this family able to provide accommodation (personal sleeping space, adequate washroom facilities), meals and snacks, and to arrange for local transportation as necessary for their visitor(s)?**
4. **In your opinion, is this family able to be flexible and to cope effectively with any "awkward" situations that may arise (e.g. cultural misunderstandings, language barriers, etc.)?**
5. **Do you have any reason to think that any member of this family has problems with alcohol or drugs?**
6. **Have you any reason to believe that any member of this family may be abusive verbally or physically with children?**
7. **Would you feel comfortable placing your own child in this family's home for a few days?**
8. **Check the most appropriate box to indicate your recommendation of this family as a host family:**
 Would not recommend Recommend Strongly recommend

Comments:

Thank you for your time. We would appreciate your contact information in case we would like more details about any of your comments.

Name:		Signature:	
Address:			
Phone:		Date:	
E-mail:			

We protect and respect your privacy. Your personal information is used only for the purposes stated on or indicated by the form. For complete details, see our Privacy Statement at www.girlguides.ca or contact your provincial office or the national office for a copy.