GRINNELL COLLEGE

# PERSONAL REFERENCE FORM
# GRINNELL CORPS: GRINNELL FELLOWSHIP, 2014 – 2015

Due Monday, February 3, 2014, by 5:00pm

Name of Applicant ____________________________________________

Every year, Grinnell College sponsors one graduate to work for a year in the town of Grinnell at Mid-Iowa Community Action (MICA), the local anti-poverty agency for Poweshiek County.

Among other tasks, the MICA Fellow's job responsibilities may include:

- Maintaining the food pantry operation on a daily basis.
- With direct support, supervision, guidance and training from Lead Teacher, supervising children in Head Start setting.
- Assisting the Family Development Worker with processing of Low-Income Heating, Energy Assistance applications.
- Assisting Family Development Specialists
- Attending parent education meetings/sessions as appropriate.
- Attending collaboration and planning meetings with community partners.

You are asked to comment on the applicant's suitability for the above program. Include reference to strengths and weaknesses of candidate, seriousness of purpose, and your estimation of academic ability and emotional maturity.

You do NOT need to return this form with your letter of recommendation.

Please contact Doug Cutchins, cutchins@grinnell.edu, with any questions.

Please note that, as a part of the Grinnell Corps application process, the student named above will submit a signed statement which reads as follows: "I hereby waive my right to view faculty and institutional letters of recommendation or endorsement which are written for the purpose of this award competition. While copies of these letters may be provided to me by the authors, I understand that this is done as a courtesy by the author and does not affect this waiver." Therefore, no student waiver is provided with this form.

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*Please submit a letter of recommendation for the candidate named above on or before <u>Monday, February 3, 2014 at 5:00 pm</u>. Letters may be addressed to the Grinnell Corps: Grinnell Selection Committee. Please be sure your letter includes your name, title, and contact information (address, email, and phone). Letters may be submitted in one of three ways: 1) via email to Doug Cutchins (cutchins@grinnell.edu), 2) in hard copy to 1127 Park St., Grinnell College, Grinnell, IA 50112, or 3) via fax to (641) 269–4508, Attn: Doug Cutchins.*