Coastal Activities Board Reference Form
Office of Student Activities and Leadership, Coastal Carolina University

TO: ____________________________________________
Name of Reference                        Position    Date

FROM: ____________________________________________
Name of Applicant

I am applying for an Executive Board position with Coastal Activities Board at Coastal Carolina University. Coastal Activities Board plans and executes large-scale events for the Coastal Carolina University community, and provides leadership and professional development opportunities for student event planners. The ideal Coastal Activities Board candidate has a passion and willingness to develop skills in areas such as event planning, personal development, teamwork, time and stress management, and organization.

I have requested that you serve as a reference because I feel that you can provide a comprehensive evaluation of my abilities and qualifications.

Please complete the form below and return it to me or directly to Tyger Glauser, Assistant Director of Student Activities and Leadership, 215 Student Center, 100 Spadoni Park Circle, Conway, SC 29526. It may also be emailed to tyger@coastal.edu.

All reference forms must be submitted to the Office of Student Activities and Leadership by 5 p.m. on Friday, March 21. It is the responsibility of the applicant to make sure this form is submitted by the due date. Late forms will not be accepted.

___________________________________________
Signature of Applicant                        Date

Please indicate your relationship to the applicant:

_____ Current Supervisor/Employer               _____ Resident Assistant
_____ CCU Faculty/Staff Member                 _____ Other – Specify: ___________________
_____ Non-CCU Faculty/Staff Member

Please support your ratings with written comments, providing specific examples of behavior/accomplishments.

<table>
<thead>
<tr>
<th>Ratings:</th>
<th>1 = Poor</th>
<th>2 = Marginal</th>
<th>3 = Fair</th>
<th>4 = Good</th>
<th>5 = Excellent</th>
<th>NO = Not observed</th>
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<tr>
<td>LEVEL OF INVOLVEMENT:</td>
<td>1 2 3 4 5 NO</td>
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<td>• Active involvement in campus activities</td>
<td>Comments:</td>
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<td>• Contributes positively while not over-committing</td>
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| ADAPTABILITY/FLEXIBILITY: | 1 2 3 4 5 NO |
| • Adjusts well to different circumstances and changes | Comments: |
| • Views issues from different perspectives | |
| • Displays openness to new ideas | |
| • Can think on their feet to solve a problem | |

| LEADERSHIP: | 1 2 3 4 5 NO |
| • Does not dominate but may lead | Comments: |
| • Serves as an organizer of people and resources | |
| • Attempts to keep a group on task | |
COLLABORATION/TEAMWORK:
- Can work effectively as a team to accomplish a goal
- Delegates tasks to others, but shares responsibilities
- Shows enthusiasm and excitement

Comments:

COMMUNICATION:
- Expresses self well
- Listens carefully and responds appropriately
- Formulates ideas before speaking - does not ramble
- Uses positive body language

Comments:

RELIABILITY:
- Shows up to appointments on time
- Follows through on assigned tasks
- Takes initiative

Comments:

OVERALL RECOMMENDATION OF THIS CANDIDATE:
- ____ Highly Recommend
- ____ Recommend with Reservations (Please include your reservations below)
- ____ Do Not Recommend

Additional Comments:

Signature ___________________________ Position ___________________________ Date ___________________________