

CFL SUMMIT: REFERENCE LETTER INSTRUCTIONS



Thank you for agreeing to complete a reference letter for

_____’s participation in the Course for Life Youth Leadership Summit for one week this summer. The summit is designed to help develop strong Christian leaders.

The information you provide on this reference will be kept confidential. It will never be directly shared with the student. The reference information will be compiled with the other responses (a total of five). This compiled information will be celebrated and also used to assist the student in setting goals in some areas that may need improving.

Your honesty in completing this reference is paramount and will determine the personalized assistance the student receives at the Summit. **In filling out this form you MUST not give more than FIVE of any one number. For example, you may only circle FIVE “9”s. This is designed to encourage you to celebrate the best traits and help us help the student with traits scoring lesser numbers.** If you have additional information you feel will assist the Summit leaders in helping this student, feel free to include it in the “comment” section on the back. However, this is completely optional. This process is meant to be as simple as possible for you.

A self-addressed, stamped envelope should be provided for you by the student. When you complete the reference, simply put it in the envelope and mail it. All reference letters need to be mailed within one week of receipt from the student.