May 10, 2010

To Whom This Concerns:

The University of Florida IFAS Extension Master Gardener Program needs your help to select the most qualified volunteers to work with "special audience clients" (i.e. youth and/or mentally challenged individuals) in our programs. Volunteers help "special audience clients" have fun while they learn new skills, expand their ability to work together, manage their own activities and develop into productive individuals.

Because of the special "at risk" nature of working with these type clients, It is imperative that we do all that we can to protect them from harm. The University of Florida IFAS Extension Program has implemented a Child/At-Risk-Adult Protection Policy to screen volunteers who work with such vulnerable clients (as our office does) and to establish safe environments for all participants.

______________________________ is applying to do volunteer work as a Master Gardener in University of Florida IFAS Extension Programs at which we often have such “Special Clientele,” and has given your name as a reference. Please complete this reference form and return it in the enclosed, addressed envelope as soon as possible. Information you provide will be treated in a confidential manner.

We would like to thank you in advance for your assistance in safeguarding our Extension Clientele. Please contact us if you have any questions or concerns.

Sincerely,

Raymond H. Zerba, Jr.                              Jane Corless
Extension Agent IV                                  Extension Agent III - FCS
Horticulture                                         County Extension Director

The Institute of Food and Agricultural Sciences (IFAS) is an Equal Opportunity Institution authorized to provide research, educational information, and other services only to individuals and institutions that function without discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions, or affiliations. USDA, UF/IFAS Extension, FAMU and Boards of County Commissioners Cooperating.