

REFERENCE (due July 31) (two pages)

Applicant's Name \_\_\_\_\_

The Broome Leadership Institute is a 6-month community leadership program designed to identify capable men and women in the Greater Binghamton Area, and expose them in a formalized program to the services, resources and issues affecting our community. The program is sponsored and presented by the Greater Binghamton Education Outreach Program (GBEOP) - an affiliate organization of the Greater Binghamton Chamber of Commerce.

A letter of recommendation may be used in place of this form as long as the below content is included.

*The Broome Leadership Institute Advisory Board would appreciate your candid responses about the individual who has listed you as a reference. Your responses will be kept strictly confidential. Please note that the individual's application cannot be processed without your responses.*

Person giving reference (please print name) \_\_\_\_\_

Your Title \_\_\_\_\_

Your Business \_\_\_\_\_

Your Address \_\_\_\_\_

Your City, State, Zip \_\_\_\_\_

Your Telephone Number (\_\_\_\_) \_\_\_\_\_ Your Fax Number (\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

Reference signature \_\_\_\_\_

The following questions are about the applicant. You may add additional pages if you wish.

1. How long have you known the applicant? \_\_\_\_\_ years
2. In what capacity? (e.g. manager, served on a board together, etc.)
3. Please comment on the applicant's management and/or organizational skills
4. Please comment on the applicant's communication skills

5. Please comment on the applicant's initiative in the generation of ideas and/or development of special projects.

6. Please comment on the applicant's flexibility and cooperation in working with others.

7. Please comment on the applicant's ability to carry out the management responsibilities necessary to accomplish organizational goals and objectives.

8. Please comment on the applicant's potential to emerge as a community leader.

9. Please list any additional information or experience with the candidate that is pertinent to this program.

**Please complete and return this form by July 31. The candidate's application cannot be considered without this form. If you have any questions, you may call:**

Danielle Britton, Talent and Education Director, GBEOP, at (607) 296-2112 or  
dbritton@greaterbinghamtonchamber.com

**Mail or Fax the form to:**

Danielle Britton  
Greater Binghamton Education Outreach Program  
Re: Broome Leadership Institute  
Five South College Drive  
Binghamton, New York 13905  
Fax: (607) 722-4513