

Editable Form Instructions

NOTE: Only NEW CIT Applicants are required to complete the Reference Letter

Electronic:

This form is an Editable PDF and the required fields on the form can be filled in directly by just typing, using the Latest Version of Adobe Acrobat Reader saving you time.

The CIT Applicant could then Email the entire form to MLEDP for convenience.

For Desktops and Laptops: Click:  or go to: <https://get.adobe.com/reader>

This form is most easily filled out on a desktop or laptop computer, but you can also use a mobile device, such as a smart phone or tablet, but you **MUST** install the **Mobile Version** of Adobe Acrobat Reader on your iOS, Android, or Windows device. ***Go to your App Store to get the Mobile Version of Adobe Acrobat Reader.***

NOTE: The person providing the reference should return the document to the CIT Applicant.

CIT Applicant - you have the following options once the form is completed by you and your Reference:

1. **Scan as a PDF** file the completed Reference Letter if printed and **Email** it to MLEDP
(You could use your smart phone and a PDF scanning app to accomplish this – if you don't have a scanner)
2. You can **Print** the form and **Mail** the Reference Letter to MLEDP along with all your other forms

Mail to: MLEDP
250 Mt. Lebanon Blvd., Suite 414
Pittsburgh, PA 15234

Email to: Kids@MLEDP.org

Scroll Down to Form

CIT (Counselor-In-Training) Reference Letter
Mt. Lebanon Extended Day Program
Summer Fun Program

CIT Applicant Name: _____

is applying for a volunteer position as a Counselor-In-Training (CIT) with the MLEDP Summer Fun Program. The position involves interacting and working with children in Kindergarten through fifth grade in small group or individual settings. CITs will assist with snacks, games, art projects, and other activities.

Please write a paragraph (in the space provided below) describing the character of this young person in relation to their suitability of the position. Please forward your reference to MLEDP at this address:

MLEDP – Summer Fun CIT
250 Mt. Lebanon Blvd.
Suite 414
Pittsburgh, PA 15234

Thank you for your time - MLEDP

Reference Name

Phone Number