

**YOUR RECOMMENDATION MUST BE IN HARD COPY FORM**  
**NO EMAILS WILL BE ACCEPTED**

Dear Wesleyan Potters Teacher:

The New Key Member Committee is in the process of considering this year's applicants for provisional membership. You, as a member of our faculty, can provide extremely valuable input on the student who has asked for your recommendation.

**The following characteristics are what we look for in our student applicants:**

- Proficiency in their chosen craft
- The ability to work as a team member in a co-operative organization made up of many diverse personalities
- The interest and commitment to working for the Pottery's success as an organization, and the capability to meet the required number of hours expected of members throughout the year and during the annual sale.

As teachers, you have the unique opportunity to observe students on a regular basis. Your input is very valuable to us and will be carefully considered alongside of the input received from the sponsoring key member and the applicant her/himself.

In an effort to differentiate among the applicants in the most objective manner, we are asking that you complete the questionnaire with a 1-to-10 rating system, with 10 being outstanding, 5 being average, and 1 being poor or not meeting minimum requirements. Any additional comments are encouraged and welcome.

**Please rest assured that your response is confidential.**

The enclosed questionnaire should be completed and returned by

**WEDNESDAY, JUNE 24<sup>th</sup>** in an envelope.

**\*\*\*Deadline has been extended in response to the need for social distancing due to the Coronavirus health crisis.**

**Please put the sealed envelope and send to**

Wesleyan Potters att. Steve Bernard

350 South Main St. Middletown, CT 06457

Thank you so much for your time and effort.

Cindy Koniushesky

Steven Bernard

New Key Member Committee

Updated 6/4/2020