# Employee Referral Form

## Referral Guidelines

1. To refer a CSU employee for assistance with campus or community resources to the CARE Coordinator, please complete this form and send it to Emma Chavez, emma.chavez@colostate.edu.

2. If you prefer to speak with Emma, please call (970) 491-4839.

## Employee Information

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Classification:</td>
<td>Department:</td>
</tr>
<tr>
<td>Email:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Preferred method of contact</td>
<td></td>
</tr>
</tbody>
</table>

## Reason for Referral

- Housing: ___
- Transportation: ___
- Education: ___
- Financial: ___
- Medical/Mental Health: ___
- Unknown: ___
- Emergency Assistance: ___
- Child/dependent care: ___
- Other: ___

Any additional information you would like to share?

_______________________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________________

## For CARE use only

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Date Contacted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of appointment:</td>
<td>Next steps:</td>
</tr>
</tbody>
</table>