

Dear Prospective CASA Volunteer,

Thank you for your interest in becoming an advocate with our program, CASA of Titus, Camp, and Morris Counties.  Enclosed in the packet is an application, various information release forms, information about the CASA volunteer advocate role and an overview of the CASA program.  After your completed application is received, you will be contacted by telephone to schedule an interview with staff.  Advocate training is comprised of 15 classroom hours, 15 independent reading/study hours, and 3 hours of courtroom observation.  Completed applications may be mailed, or scanned to the CASA office using the contact information below:

CASA of Titus, Camp, and Morris Counties

307 East 5th Street

Mt. Pleasant, Texas 75455

903-717-8940 office number

[www.casatcm.org](http://www.casatcm.org/)

Facebook – CASA of Titus, Camp, and Morris Counties

executivedirector@casatcm.org

If you have additional questions, please feel free to call or email us.  We look forward to speaking with you personally.  And again, thank you for your interest in CASA.

“THERE IS A CHILD WHO NEEDS YOUR VOICE”

Krystal Robinson

Executive Director

CASA of Titus, Camp, and Morris Counties

**CASA of Titus, Camp, and Morris Counties**

**General Requirements of All CASA Volunteer Advocates**

Must be a minimum of 21 years of age, complete the volunteer advocate application and related forms, including the Pledge of Confidentiality.

Must complete the required Volunteer Advocate training course and interview with CASA staff.

Must consent to a background check of criminal and child protective history. See information under criminal history.

Attend a minimum of twelve (12) hours of Continuing Education training per year (which is provided by CASA of Titus, Camp, and Morris Counties).

**Qualifications of CASA Volunteer Advocates**

Willingness to work within the guidelines, policies, and standards of CASA.

Good human relations skills and the willingness and ability to be objective.

Commitment of time, interest, and energy necessary to fulfill responsibilities of an advocate position.

Willingness to accept guidance and direction.

Ability to formulate and maintain an independent position throughout the assignment.

Ability to communicate both verbally and in writing.

Understanding of confidentiality and a personal commitment to maintain confidentiality at all times.

Able to provide your own transportation, licensed and insured.

**CASA of Titus, Camp, and Morris Counties**

Advocate Position’s Description

**Basic Function:**  A CASA volunteer Advocate is a trained community citizen appointed by a Family Court Judge to speak for the best interest of an abused and/or neglected child.  A CASA works as an official part of the judicial proceedings, working alongside attorneys and social workers.  By handling only one or, occasionally, two cases at a time, the CASA has time to thoroughly explore the history and circumstances of each assigned case.

**Supervision:**  Direct supervision and guidance is provided by the Case Supervisor.  These individuals will be available to volunteer advocates to discuss case plans, progress, or problems, as well as provide other information needed by the volunteer advocate to fulfill his/her role as a CASA.  Volunteer Advocates will periodically be asked for feedback regarding supervision and overall satisfaction with the CASA program.

**Duties and Responsibilities:**

Complete an extensive, independent review of each case

* Meet face-to-face with the child monthly
* Meet with the social worker to discuss case history, obtain pertinent case information, and to insure development of a permanency plan
* Speak with the child and relevant adults (parents, family members, school officials, doctors, therapists, and others involved in the child's life who may have facts about the case)
* Review appropriate records
* Observe the child and significant others
* Report immediately, any incident of suspected child abuse/neglect to the assigned social worker, and then to the Child Abuse Hotline number within 24 hours.

Report Findings to the court by submitting formal reports to the Judge at every scheduled hearing:

* Provide a written report containing factual information to the CASA office at least 7 business days prior to every hearing
* Attend court hearings concerning the child

Ensure representation of the child's best interest

* Be certain that all relevant facts are presented at the court hearings
* Attend all appropriate meetings concerning the child
* Participate in all planning conferences concerning the child

Monitor case following a court hearing or decision as designated by the court

* Ensure that the judicial and child welfare systems are moving ahead to secure a safe, permanent home for the child
* Ensure that court-ordered services are provided to the child and family

Consult monthly with the CASA Case Supervisor concerning the assigned case

* Develop a CASA case plan
* Review of progress and reports
* Arrange with the Case Supervisor for coverage of any conferences or court proceedings if unable to attend

 **Training Support Plan:**

* CASA Volunteers are required to complete approximately 30 hours of pre-service training and 12 hours of Continuing Education annually
* CASA volunteers will appear before a judge upon completion of training to be sworn in as an appointed officer of the court
* CASA volunteers follow guidelines outlined in the Volunteer Policies and Procedures
* CASA volunteers have access to additional training opportunities offered by other agencies
* CASA volunteers receive direct supervision and guidance from program staff
* CASA Volunteers are encouraged to call their Case Supervisor at any time with any questions or concerns

**Time Commitment:**

* CASA Volunteers are required to make a twelve-month minimum commitment to the program to complete the assigned case
* CASA Volunteers are expected to attend all court hearings on their cases – usually 5 per year
* CASA Volunteers are expected to be available for case assignment and to accept a case immediately upon completion of pre-service training, unless other arrangements are made
* CASA Volunteers, on average, spend 2-10 hours per month on each case

**Necessary Knowledge and Skills:**

* Ability to keep all client and court information confidential
* Ability to communicate effectively both orally and in writing
* Ability to respect and relate to people from various backgrounds
* Ability to transport self
* Ability to maintain objectivity
1. A basic understanding of child development and family relationships
2. Good common sense
3. Does not require specific educational training beyond a high school diploma or GED

**Benefits:** Although CASA cannot provide you with monetary rewards, there are many benefits to volunteering as a CASA child advocate.  These include the opportunity to:

1. Make a difference in the life and future of a child who has been a victim of abuse and/or neglect
2. Help a child find permanency in a safe, loving home
3. Assist judges in obtaining a clear picture of a child's life and needs
4. Gain an understanding of the Family Courts, legal proceedings, and social service agencies
5. Develop/Utilize communication skills
* Form friendships with like-minded people in your community
* Have access to training via local, state, and national CASA

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CASA Volunteer Signature Date

**Mission Statement**

CASA (Court Appointed Special Advocate) is a nonprofit organization whose purpose is to provide trained volunteer advocates for abused and/or neglected children involved in the legal systems of Titus, Camp, and Morris Counties in Texas, with the goal of achieving a permanent living arrangement for each child which will serve that child's best interest.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CASA Volunteer Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CASA Executive Director / Program Director Date

**VOLUNTEER APPLICATION** **GENERAL INFORMATION**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Maiden Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you known by other names? Yes or No

If yes, provide names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Cell / Work

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cell / Work

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: (Mailing or Street Address/City/State/Zip)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If less than 7 years, your last address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County of Residence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about CASA? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Education:  HS Diploma Some College College Degree  Post Graduate PhD/MD Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All CASA Volunteers must have a valid driver’s license and current automobile insurance.  A copy of the most up-to-date liability insurance card and current driver’s license is required to process your application.

Do you have a valid Texas driver’s license?           Yes       No

Do you have current auto liability insurance? Yes       No

Do you have access to a car? Yes       No

**EMPLOYMENT**

Employment Status:   FT PT Retired Student

 Homemaker   Unemployed Self-Employed

Employer:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXPERIENCE, SKILLS, & INTERESTS**

Please list any past or current volunteer experiences, hobbies, or interests that enhance your ability to advocate for children.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate any languages you speak with fluency:

 English Spanish Chinese Portuguese Arabic Tagalong

 Vietnamese Other:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VOLUNTEER HISTORY

(You may attach an additional sheet if necessary)

Please list your most recent volunteer history (begin with the most recent):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organization** | **Supervisor** | **Projects / Responsibilities** | **Dates of Volunteer Tenure** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

List any other current community activities and memberships, in clubs, churches, and other organizations:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL BACKGROUND INFORMATION**

1. Have you had any personal experience involving the following?

(Please check all that apply. Family includes parents, grandparents, siblings, and children.)

|  |  |  |
| --- | --- | --- |
| **Type of Abuse** | **Self** | **Immediate/Extended Family** |
| Sexual Abuse  |   |   |
| Physical Abuse  |   |   |
| Emotional Abuse  |   |   |
| Neglect  |   |   |
| Exposure to Domestic Violence  |   |   |
| Involved with Child Protective Services  |  |   |
| Substance Abuse(Including prescriptions, alcohol, illegal drugs)  |   |   |

1. If you answered “Yes” to any of the preceding questions, how do you think your experiences will impact your work with CASA?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Criminal History**

Please respond to the following questions. If you answer yes to any of the following questions, please offer an explanation in the space provided below.

Have you ever been arrested/charged and/or convicted of a misdemeanor? Yes No

Have you ever been arrested/charged and/or convicted of a felony? Yes No

Have you ever been or are you currently on probation? Yes No

Have you ever had any DWI arrests, charges, or convictions? Yes No

Have you ever had your driver’s license revoked or suspended? Yes No

Have you ever been arrested/charged or convicted of sexual misconduct (including pornography)? Yes No

Provide any explanations here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALL APPLICATIONS MUST BE ACCOMPANIED BY A RELEASE OF INFORMATION THAT ALLOWS CASA OF TITUS, CAMP, AND MORRIS COUNTIES ORGANIZATION TO CONDUCT SECURE BACKGROUND CHECK ON THE APPLICANT. THESE BACKGROUND CHECKS INCLUDES CASA OF TITUS, CAMP, AND MORRIS COUNTIES AND OTHER APPROPRIATE AGENCIES TO SECURE, AND SECURES, A BACKGROUND CHECK ON EACH STAFF PERSON, VOLUNTEER AND MEMBERS OF THE GOVERNING BOARD, INTIALLY, AND EVERY 2 YEARS IF THERE ARE NO RAP BACK SERVICES TO INCLUDE:

A: CRIMINAL RECORDS FROM THE COURT JURISDICTION IN WHICH THE APPLICANT CURRENLY RESIDES AND WORKS.

B. STATE CRIMINAL RECORDS.

C: A FINGERPRINT-BASED SEARCH CONDUCTED BY THE TEXAS DEPARTMENT OF PUBLIC SAFETY (TDPS) IN CONJUCTION WITH THE FEDERAL BUREAU OF INVESTIGATIONS (FBI). IF UNABLE TO COMPLETE A FINGERPRINT-BASED CHECK AFTER TWO ATTEMPTS AS DETERMINED BY DPS, A NAMED BASED CRIMINAL HISTORY CHECK SHALL BE COMPLETED WITH RE-CHECKS ANNUALLY.

D. NATIONAL SEX OFFENDER REGISTRY MAINTAINED BY US DEPARTMENT OF JUSTICE AND TEXAS PUBLIC SEX OFFENDER REGISTRY MAINTAINED BY TDPS, IF NOT INCLUDED IN THE FINGERPRINT-BASED CHECK.

E. CHILD ABUSE AND NEGLECT CENTRAL REGISTRY MAINTAINED BY THE DEPARTMENT OF FAMILY AND PROTECTIVE SERVICE IN ACCOURDANCE WITH FEDERAL LAW AND TEXAS FAMILY CODE 261.002.

E. SOCIAL SECURITY NUMBER CHECK OR THE EQUIVALENT THAT ALLOWS FOR ADDTITIONAL NAMES, ALIASES AND/OR ADDRESSES TO BE OBTAINIED FOR THE INDIVIDUAL FOR FUTHER CHECKS, IF NOT INCLUDED IN THE FINGERPRINT-BASED CHECK.

F. SECURES COUNTY AND STATE CRIMINAL RECORD CHECKS FOR ANY COUNTY OR STATE NOT COVERED BY A NATIONAL CRIMINAL BACKGROUNG CHECK IN WHICH THE PROSPECTIVE STAFF PERSON, VOLUNTEER OR GOVERNING BOARD MEMBER HAS RESIDED FOR THE PREVIOUS SEVEN (7) YEARS.

G. SECURES A CHILD ABUSE REGISTRY OF CHILD PROTECTIVE SERVICES CHECK, UNLESS PROHIBITED BY LAW, FOR ANY STATE IN WHICH THE PROSPECTIVE STAFF PERSON, VOLUNTEER, OR GOVERNING BOARD MEMBER HAS RESIDED FOR THE PREVIOUS SEVEN (7) YEARS.

CASA OF TITUS, CAMP, AND MORRIS COUNTIES MAY RELEASE INFORMATION ABOUT MY APPLICATION AND PARTICIPATION IN THIS PROGRAM TO ANY OTHER CASA PROGRAM TO WHICH I MAY APPLY IN THE FUTURE.

 **YES NO**

**ADDITIONAL INFORMATION PROVIDED TO RUN BACKGROUND CHECKS**

Alias’s / Maiden Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Height: \_\_\_\_\_\_\_\_\_\_\_\_ Weight: \_\_\_\_\_\_\_\_\_\_\_\_

Eye Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hair Color: \_\_\_\_\_\_\_\_\_\_\_\_

Driver’s license number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (copy will be retained on file)

Social Security number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State/Town of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I AUTHORIZE, CASA OF TITUS, CAMP AND MORRIS COUNTIES FOR RELEASE OF INFORMATION TO CONDUCT ALL BACKGROUND CHECKS NECESSARY TO ENSURE THE SAFETY AND SUITABLITY OF ALL PROGRAM CLIENTS AND PARTICIPANTS INCLUDING THE REQUEST OF CRIMINAL BACKGROUND CHECKS. THE REQUEST OF CRIMINAL RECORDS FOR ALL INFORMATION IS HELD INSTRICT CONFIDENCE BY CASA OF TITUS, CAMP, AND MORRIS COUNTIES. I AGREE THAT THE RESULTS OF ALL BACKGROUND CHECKS WILL

BE SENT DIRECTLY TO THE OFFICE OF CASA OF TITUS, CAMP, AND MORRIS COUNTIES.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF APPLICANT DATE

**PERSONAL REFERENCES**

Please list three references:

* At least one reference must be from someone other than a friend or co-worker (ie. Minister, rabbi, teacher, employer, etc.)
* (3) or more references must be unrelated to the applicant. References from relatives are not accepted.  Personal letters are not accepted.
* Please provide complete mailing addresses and/or email address where a reference questionnaire may be sent.
* Volunteers must have three (3) positive references submitted prior to completing pre-service training in order to take a case.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Volunteer applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Volunteer applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Volunteer applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VOLUNTEER ACKNOWLEDGEMENT AND COMMITMENT**

I hereby certify that the above information is correct and accurate to the best of my knowledge, and I authorize inquiries concerning my suitability as a CASA Volunteer.  I understand that all the information will be held in strict confidence and used only for the purpose of determining my suitability as a CASA Volunteer.

I understand that qualities of a successful CASA Volunteer include interpersonal skills, compassion, punctuality, and reliability.  I further understand that if concerns arise, CASA reserves the right to reject and applicant at any time, including during the training process or after certification.

I understand that all information provided to and obtained by CASA will be held in the strictest of confidence.  CASA may, however, disclose to other agencies and organizations, which utilize volunteers, the fact that I applied for and/or served with CASA as a volunteer.  Furthermore, all information obtained by CASA will be deemed to be the sole property of the Agency and shall not be available to me or anyone outside the services of a CASA volunteer advocate, and that CASA is not obligated to assign or actively seek to assign a child to me.

I am aware that, as a CASA Volunteer, my primary focus is to advocate for the needs of the abused and neglected children in Titus, Camp, and Morris counties, ranging from birth to age 18, who have been removed from their families by Child Protective Services.  I will collaborate with family members, caseworkers, lawyers, therapists, and caregivers (foster parents, relatives, etc.) to provide a recommendation to the judge as to where the children will have a safe and permanent home.    I understand I am expected to interview people involved with the child, attend court hearings, submit reports, and communicate with all parties involved during the legal process.

**As a CASA Volunteer, I will be willing to:**

(Please check each circle for “Yes”)

* Commit a minimum of one year to being a CASA Volunteer Advocate
* Complete CASA’s 30+ hour volunteer training program
* Complete 12 hours of continuing education training yearly
* Visit in person or by phone with the child(ren) to which I may be assigned at least monthly, in their approved home or foster home to help assess their situation.
* Prepare written reports to the court with guidance from CASA Staff
* Participate and attend court hearings, CPS staffing’s, and meetings on my child’s case.
* Record and turn in a monthly log of my activities on my case.

**PERMISSION TO RELEASE PRIVATE INFORMATION**

I    DO /  DO NOT  give my permission for you to release my home address and telephone numbers from my volunteer file.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Applicant Signature   Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

VERIFICATION OF APPLICATION INFORMATION

AND RELEASE FOR BACKGROUND CHECKS

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby affirm that all the answers provided on my volunteer application are true.  I hereby authorize CASA of Titus, Camp, and Morris Counties to investigate my background as part of the screening process to determine my fitness/appropriateness as a potential volunteer.  I understand that not all applicants who apply to be a volunteer are chosen to participate in the program and that CASA of Titus, Camp, and Morris Counties reserves the right to deny an applicant into the program for any reason.

I understand that the information requested in this application will be used only for the purpose of determining suitability as a CASA of Titus, Camp, and Morris Counties Volunteer Advocate.

Further, I understand that after the successful completion of my training, it will be my goal to serve a minimum of one year in the CASA of Titus, Camp, and Morris Counties program.  If unforeseen circumstances prevent me from fulfilling this goal, I will submit my written resignation to my Case Supervisor or the Executive Director with as much advance notice as possible.

I am aware of the sensitive and confidential nature of the official documents, reports and other material I will examine in my capacity as a volunteer advocate.  I will discuss these matters only with those persons directly involved in the case, or who will be consulted for their professional knowledge and expertise.

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Volunteer Advocate Signature Date