



## **CASA for Hunt County**

### ***General Requirements of all CASA Volunteers:***

- Must be a minimum of 21 years of age;
- Must complete the Volunteer Application and Interview with CASA staff;
- Must consent to a background check of felony records and child abuse registry;
- Must provide a current driver's license or photo identification;
- Must commit to serve for a minimum of one year;
- Must complete the required Volunteer Training Course;
- Must sign case-related forms, including Pledge of Confidentiality; and
- Obtain a minimum of 12 in-service training hours per year.

### ***Personal, Professional Qualities to be a CASA Volunteer:***

- Willingness to work within the guidelines, policies, and standards of CASA;
- Good human relation skills, including willingness and ability to be objective;
- Commitment of time, interest, and energy necessary to fulfill volunteer responsibilities;
- Willingness to accept guidance and direction;
- Sensitivity towards cultural / ethnic / religious / etc. differences;
- Ability to formulate and maintain an independent position throughout the case assignment;
- Ability to communicate both verbally and in writing;
- Ability to understand confidentiality and the personal commitment to maintain that confidentiality at all times; and
- Ability to provide your own (licensed and insured) transportation.

Applicant's Last Name:

## ***CASA for Hunt County -- Description of Volunteer Role***

Basic Function: A CASA Volunteer is a screened and trained community person appointed by a Family Court Judge to speak for the best interests of an abused and/or neglected child. A CASA Volunteer works as an official part of the judicial proceedings, working alongside attorneys and social workers. By handling only one (or only a few) cases at a time, the CASA Volunteer has time to thoroughly explore the history and circumstances of each assigned case.

Supervision: Direct supervision and guidance is provided by the CASA for Hunt County Executive Director and/or the CASA for Hunt County Case Supervisor. These staff members will be available to volunteers to discuss case plans, progress, or problems, as well as provide other information needed by the volunteer to fulfill his/her role as a CASA Volunteer. Volunteers will periodically be asked for feedback regarding supervision and overall satisfaction with the CASA for Hunt County program.

### Major Duties and Responsibilities:

- Complete an extensive, independent review of assigned case:
  - Meet face-to-face with child monthly;
  - Meet with CPS caseworker to discuss case history, obtain pertinent case information, and to ensure development of a permanency plan for the child/children;
  - Communicate with the CPS caseworker and child's attorney monthly;
  - Speak with the child(ren) and relevant adults (parents, family members, school officials, doctors, and others involved in the child's life who might have facts about the case;
  - Review appropriate records and reports;
  - Observe the child and significant others;
  - Report immediately, any incident of suspected child abuse/neglect to the assigned CPS caseworker or the Child Abuse Hotline if the CPS caseworker is not available;
- Report findings to the court by submitting written formal reports to the Judge for every scheduled hearing/review:
  - Provide a written report containing factual information to the CASA office five (5) business days prior to every hearing;
  - Attend court hearings concerning the child.
- Ensure representation of the child's best interests:
  - Be certain that all relevant facts are presented at the court hearings;
  - Attend appropriate meetings regarding 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 as soon as possible;
  - Ensure court-ordered services are provided to the child and family.
- Consult at least monthly with the CASA Case Supervisor about the assigned case:
  - Develop a CASA case plan;
  - Review progress and reports;
  - Arrange with the Case Supervisor for coverage of any conferences or court proceedings if the volunteer is unable to attend.
- Other Commitments/Duties:
  - Follow guidelines outlined in the Volunteer Policies and Procedures;
  - Be available for case assignment and accept case immediately upon completion of pre-serving training, unless other arrangements have been made.

Training/Support Plan:

- CASA Volunteer Candidates are required to complete pre-serving training of 30 hours instruction and three hours of court observation;
- CASA Volunteers are required to complete 12 hours of in-service training annually;
- CASA Volunteers will have access to training opportunities from local, state, and national CASA, and from other agencies.

Benefits of being a CASA Volunteer:

- Make a difference in the life and future of a child who has been a victim of abuse and/or neglect; and
- Help a child find permanency in a safe, loving home.

I have read and agree to the General Requirements, Qualifications, and Role Description regarding CASA for Hunt County Volunteer duties.

\_\_\_\_\_  
Volunteer Candidate Signature

\_\_\_\_\_  
Date

## CASA for Hunt County

### Statement of Understanding for CASA Volunteer Applicants

1. I understand that I must interview with CASA for Hunt County staff prior to being considered for acceptance into this program.
2. I understand that participation in the Pre-Service Volunteer Training is required and essential, and includes at least 30 hours of training.
3. I understand that in addition to the classroom sessions I will be required to complete courtroom observation at the CPS court, as well as written and reading assignments outside of the classroom.
4. Attendance: I understand that I will be required to make up any missed training sessions at a future training class before I can qualify to be sworn in or volunteer with CASA for Hunt County. In addition, should it become necessary for me to miss a session, I will make every effort to notify the training facilitator prior to the missed session.
5. I am aware that the Pre-Service Training Course is a part of the screening process, and that acceptance to participate in the training does not guarantee that I will be sworn in as a CASA for Hunt County volunteer or that I will be assigned to a case. I further understand that either CASA for Hunt County or I can choose to discontinue my involvement in the training/screening process at any time without further obligation on the part of either party. I understand that should either CASA for Hunt County or I choose to discontinue my involvement with CASA for Hunt County during the Pre-Service Training Course, I am required to return the Volunteer Training Manual. I also understand that if I fail to return the Volunteer Training Manual I will be asked to contribute \$50.00 for the production of a new manual.
6. I am aware that, upon completion of the Pre-Serving Training Course, my overall participation in the training process as well as other screening requirements (application, returned reference forms, criminal check) will be reviewed for the purpose of determining my eligibility to be a CASA for Hunt County volunteer.
7. I understand that in order to be accepted as a CASA for Hunt County volunteer I must be 21 years of age or older, and I confirm that I am.
8. I understand that if I do proceed to CASA/GAL status, I will be asked to sign a binding one-year or case resolution commitment agreement regarding my work with CASA for Hunt County.
9. I believe I have and will maintain all of the necessary qualifications of a CASA volunteer as outlined in the CASA Volunteer Application packet.

I understand and am willing to meet all conditions stated above, and wish to participate in the CASA for Hunt County Pre-Service Training.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of CASA staff

\_\_\_\_\_  
Date

Applicant Last Name: \_\_\_\_\_

**CASA for Hunt County -- VOLUNTEER APPLICATION**

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

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

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

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

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Work \_\_\_\_\_ check here if you may be called at work \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State of DL: \_\_\_\_\_

**EMPLOYMENT:**

Name, Address of Current or Last Employer: \_\_\_\_\_

\_\_\_\_\_

If employed, what is your job title: \_\_\_\_\_

Do you work: \_\_\_ full-time \_\_\_ part-time \_\_\_ as needed \_\_\_ retired

*If employed, will you be able to take time off for required daytime casework, including court appearances, mediations, case staffings, and family visitations? \_\_\_\_\_ Yes \_\_\_\_\_ No*

**EDUCATION HISTORY** -- please circle highest completed:

High School: 9 10 11 12    College: 1 2 3 4    Graduate: 1 2 3 4

If presently enrolled in school, name of school and course of study:

\_\_\_\_\_

**TRANSPORTATION** -- please circle answer:

Do you drive? YES NO                      Do you have automobile available to you? YES NO

Do you have valid & current TX driver's license? YES NO

Do you have valid & current automobile insurance coverage: YES NO

PERSONAL:

Marital Status: (circle one) M D S W If presently married, provide information below:

Spouse's Name: \_\_\_\_\_

Employer and Occupation: \_\_\_\_\_

Children's Names	Date of Birth	Gender
_____	_____	_____
_____	_____	_____
_____	_____	_____

Emergency Contact(s) Names and Phone Numbers:

\_\_\_\_\_

\_\_\_\_\_

**APPLICATION AND RELEASE**

I, \_\_\_\_\_, do hereby affirm that all of the answers provided on this Volunteer Application are true. I hereby authorize CASA for Hunt County to investigate my background as part of the screening process to determine by 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 for Hunt County reserves the right to deny any applicant into the volunteer program for any reason.

\_\_\_\_\_

Volunteer Candidate Signature

Date

Applicant Last Name: \_\_\_\_\_

## CASA for Hunt County -- Applicant's Personal References

- References must not be a relative.
- If you are employed, one reference must be your employer.
- Each reference will receive a questionnaire from CASA for Hunt County. All references must return their questionnaire to CASA prior to the start of the training course.

Your Name: \_\_\_\_\_

### Reference #1

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

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

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

Phone: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

### Reference #2

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

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

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

Phone: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

### Reference #3

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

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

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

Phone: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

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Applicant Last Name: \_\_\_\_\_

## CASA for Hunt County

By signing this form you acknowledge you are informed of the following:

1. I am prohibited from serving in any capacity as an employee or volunteer of a child-related, child-focused agency if I have been convicted within the previous 10 years (minimum) of:
  - a. Any felony or misdemeanor classified as an offense against person or family;
  - b. Any felony or misdemeanor involving public indecency;
  - c. Any felony violation of any statute intended to control the possession or distribution of any substance included as a controlled substance in the TX Controlled Substances Act.
2. As an employee or volunteer of a child-related, child-focused agency, I can be reassigned or removed from contact with children for any of the following reasons:
  - a. An indictment alleging commission of a felony classified as offense against a person or family member, or of public indecency, or of a felony violation of any statute intended to control the possession or distribution of any substance included as a controlled substance in the Texas Controlled Substances Act;
  - b. An indictment alleging commission of a misdemeanor classified as an offense against a person or family or of public indecency;
  - c. An official criminal complaint accepted by a district or county attorney alleging commission of a misdemeanor classified as an offense against person or family or of public indecency.

### List of Criminal Offenses Against Person, Family, and Public Indecency

*From the Texas Penal Code*

Title 5. Crimes Against Person

Murder or Capital Murder  
Voluntary or Involuntary Manslaughter  
Criminally Negligent Homicide  
False Imprisonment  
Kidnapping or Aggravated Kidnapping  
Sexual Abuse or Aggravated Sexual Abuse  
Homosexual Conduct  
Public Lewdness or Indecent Exposure  
Rape of a Child or Indecency with a Child  
Assault or Aggravated Assault  
Deadly Assault on a Peace Officer  
Injury to a Child or Reckless Conduct  
Terroristic Threat  
Aiding Suicide  
Tampering with Consumer Products

Title 6. Offenses Against Family

Bigamy  
Interference with Child Custody  
Enticing a Child  
Criminal Nonsupport  
Sale or Purchase of a Child  
Solicitation of a Child  
Harboring a Runaway Child  
Violation of a Court Order  
Incest

Title 43. Public Indecency

Prostitution  
Aggravated Promotion of Prostitution  
Compelling Prostitution  
Obscene Display or Distribution  
Obscenity  
Sale, Distribution or Display of Harmful Material to a Minor  
Sexual Performance by a Child

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Applicant Last Name: \_\_\_\_\_



**CASA for Hunt County**

I, \_\_\_\_\_, have read this form in its entirety, including the preceding list of Criminal Offenses, and understand that the information will be verified by CASA for Hunt County, and that the inclusion of any false information or the omission of any requested information is cause for my immediate dismissal by CASA for Hunt County. I am agreeing that CASA for Hunt County may obtain information relating to my criminal history record.

I agree to inform CASA for Hunt County if this information changes any time during my employment or participation in any of the programs of CASA for Hunt County.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**MISDEMEANOR/FELONY ARREST INFORMATION**

If you have been arrested for any misdemeanor or felony charge(s), please list information below, and indicate whether the arrest lead to a conviction. Inclusion of any false information or the omission of any requested information is cause for immediate dismissal by CASA for Hunt County. Use additional sheet of paper if necessary.

Arrest Charge: \_\_\_\_\_ Date \_\_\_\_\_

Convicted: \_\_\_\_ Yes \_\_\_\_ No Location: \_\_\_\_\_

Arrest Charge: \_\_\_\_\_ Date \_\_\_\_\_

Convicted: \_\_\_\_ Yes \_\_\_\_ No Location: \_\_\_\_\_

Arrest Charge: \_\_\_\_\_ Date \_\_\_\_\_

Convicted: \_\_\_\_ Yes \_\_\_\_ No Location: \_\_\_\_\_

**CURRENT PROCEEDINGS**

Are you currently involved, or soon expect to be involved, in any civil proceedings, such as divorce, child custody, estate, tax, etc. \_\_\_\_ Yes \_\_\_\_ No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CASA for Hunt County

### FBC (Fingerprint Background Check) IDENTIFYING INFORMATION FORM

The following information is required to obtain the fingerprint background check. This information will be provided to the Texas Department of Public Safety, the state entity that administers the FBI check.

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Sex: \_\_\_ F \_\_\_ M Race: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Skin Tone: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

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

Place of Birth: \_\_\_\_\_

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

DL # : \_\_\_\_\_ State \_\_\_\_\_ Type: \_\_\_\_\_

SSN: \_\_\_\_\_

#### Misdemeanor and Felony Convictions

Specific offense(s) you were convicted of: \_\_\_\_\_

Month/Year of conviction(s): \_\_\_\_\_

Country/State where you were convicted: \_\_\_\_\_

Level of conviction(s) (felonies or misdemeanors): \_\_\_\_\_

This information will only be used to obtain the required FBC background check. Following the receipt of the check results, select one of the two actions for the CASA program regarding this information:

\_\_\_ I would like the original form returned to me (via home address provided above)

\_\_\_ I would like the CASA program to destroy the form.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## CASA for Hunt County

### CHILD ABUSE/NEGLECT CENTRAL REGISTRY AND DPS CRIMINAL HISTORY CHECK

The purpose of this form is to grant authorized representatives of CASA programs permission to request through the Texas Department of Family and Protective Services (DFPS) a Central Registry of Child Abuse and Neglect check as well as a criminal history check from the Texas Department of Public Safety (DPS) on the behalf of potential and current CASA volunteers, employees, and board members.

By signing this form, I agree the information in this document is correct and I grant permission to the CASA program to request a Child Abuse/Neglect Central Registry and a DPS Criminal History check as well as any subsequent checks so long as I am active with the CASA program. I agree to update the CASA program of any changes to my information.

Name (first, middle, last): \_\_\_\_\_

Other names or spellings used, including maiden, aliases, etc.

\_\_\_\_\_

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

Address (including city, county, zip code) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

DOB: \_\_\_\_\_ Gender:  M  F SSN: \_\_\_\_\_

Race: (check all applicable):  Am Indian Am Native  Asian  Black

Nat Hawaiian  White  Unable to Determine

Ethnicity: (check one, apply)  Hispanic  Not Hispanic  Unable to Determine

List all address you have resided in Texas in the last seven (7) years:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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Applicant Last Name: \_\_\_\_\_

## CASA for Hunt County -- Volunteer History

List other volunteer organizations you have served (including name of organization, volunteer projects/responsibilities, dates of volunteering, reason for leaving):

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

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Do you have any training or experience in any of the following (check all that apply)?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Medicine        | <input type="checkbox"/> Mental Health     | <input type="checkbox"/> Counseling                   |
| <input type="checkbox"/> Psychology      | <input type="checkbox"/> Child Development | <input type="checkbox"/> Drug/Alcohol Abuse Programs  |
| <input type="checkbox"/> Child Care      | <input type="checkbox"/> Child Welfare     | <input type="checkbox"/> Social Work                  |
| <input type="checkbox"/> Education       | <input type="checkbox"/> Criminology       | <input type="checkbox"/> Law Enforcement              |
| <input type="checkbox"/> News Media      | <input type="checkbox"/> Writing           | <input type="checkbox"/> Advertising/Public Relations |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Art or Graphics   | <input type="checkbox"/> Foreign Language             |

If you checked any above, please describe:

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

# CASA for Hunt County

## Personal Background Information

Have you or has anyone in your family (includes parents, siblings, spouses, children, etc.) been:

*Please check all that apply*

Sexually abused     Physically abused     Emotionally abused     Neglected

Exposed to domestic violence     Involved with Child Protective Services (CPS)

Have you or has anyone in your family ever abused substances (e.g.: drugs, including prescription medications and/or alcohol)?

Yes     No

If Yes, please expand on "who" and "when" and identify any recovery process:

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Have you or a family member ever been directly or indirectly involved with CPS or any similar child protection agency?

Yes     No

If Yes, please describe/explain, including dates and locations of involvement:

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If you checked one or more of the options in the first question, or checked "Yes" in the above questions, please 1) indicate how these experiences have impacted your life:

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And, 2) indicate how these experiences will impact your volunteer work with CASA for Hunt County:

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Do you have any mental health problems/issues/concerns that you are currently being treated for or have been in treatment for in the past?

Yes     No

If Yes, please describe/explain: \_\_\_\_\_  
\_\_\_\_\_

Are you currently taking any medications that could affect your performance as a CASA volunteer?  
(Examples: mind or mood altering, narcotics, miscellaneous side effects, etc.)

Yes     No

If Yes, please describe/explain: \_\_\_\_\_  
\_\_\_\_\_

Do you have any physical or health limitations or concerns which might affect your ability to serve as a CASA volunteer?

Yes     No

If Yes, please describe/explain: \_\_\_\_\_  
\_\_\_\_\_

***Part of the application process is an interview with the applicant and CASA for Hunt County staff member. The interview must be completed prior to the beginning of the Volunteer Training Course.***

**Please submit your completed CASA Volunteer Application via mail, email, fax, or delivery to:**

Mail: CASA for Hunt County, P.O. Box 1571, Greenville, TX 75403

Email: [casa4huntcounty@msn.com](mailto:casa4huntcounty@msn.com)

Fax: 903-450-4410 (*office phone and fax, so please call to notify you are faxing*)

Delivery: CASA office located in the downtown Greenville courthouse, first floor.

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Applicant Last Name: \_\_\_\_\_