



CASA for Hunt County

***** ALL INFORMATION PROVIDED ON THIS APPLICATION WILL BE USED TO CONDUCT
BACKGROUND CHECKS ON VOLUNTEER CANDIDATES. *****

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-service 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-Service 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

Full Name: _____

Other names or spelling used, including maiden, aliases, etc: _____

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: _____

Sex: ___F ___M Race: _____ Ethnicity: ___Hispanic ___Not Hispanic

Skin Tone: _____ Height: _____ Weight: _____

Eye Color: _____ Hair Color: _____

Driver's License No. _____ State of DL: _____

SSN: _____

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

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

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:

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

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
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Emergency Contact(s) Names and Phone Numbers and Relationship to you:

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. 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.

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

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: _____

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: _____

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 _____

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):

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

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:

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:

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:

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:

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

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 Volunteer Candidate and a CASA staff member. The interview must be completed prior to 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: loricope.casa@yahoo.com

Office Phone: 903-450-4410 Fax: 903-453-8080 (*Call office before faxing*)

Delivery: CASA office, 2520 Lee St (corner of Lee & Stonewall), Greenville, TX 75401

Applicant Last Name: _____