

*Thank you for your interest in volunteering with CASA for Children. Nobody longs for a safe and loving family more than a child in foster care. As a CASA volunteer, you are empowered by the courts to help make this dream a reality. You will not only bring positive change to the lives of these vulnerable children, but also their children and generations to come. And in doing so, you will enrich your life as well.*

**How Do I Become a Volunteer?**

The interview process includes the application, phone interview, in office interview, training, and criminal and CPS background checks. The entire “interview” is not complete until a volunteer is sworn in as a CASA volunteer after training. There is a $25 application fee that covers background checks and training materials. Please note you must be 21 to be an advocate.

After submitting your application and questionnaire to the CASA for Children office, our staff will schedule the face to face interview to discuss the responsibilities of a volunteer and make sure that this opportunity is the right fit for you. You will then be ready to complete the 36-hour Initial Training and a one-hour court observation. Please contact our office for dates/times of the next training session.

**Why Do I Need a Background Check?**

Due to the nature of our work, volunteers must successfully complete a criminal background check (Fingerprint), social security number check (through local DMV), National Sex Offender Registry check and Child Protective Services background check. CASA for Children does not employ or utilize as a volunteer any individual who has been convicted of a crime that (a) victimizes children, (b) is sexual in nature, or (c) involves violence, fraud or significant theft. Please contact us with any questions related to past convictions and/or our background check screening process.

**Who Do I Contact With Questions?**

Our staff is happy to answer questions or address any concerns that you may have.

*Main Office: 540.213.2272 or* [*info@casa4children.com*](mailto:info@casa4children.com)

**How Do I Submit my Application and Questionnaire?**

Please complete and submit this packet to our office via fax, email or mail.

CASA for Children

119 W. Frederick St.

Staunton, VA 24401

[info@casa4children.com](mailto:info@casa4children.com)

Fax #: 540.337.9173

**Privacy and Protection Information**

Security of information is extremely important to us. All information submitted is available to and accessed by only relevant personnel.

**Volunteer Application**

Please note that all volunteers are required to complete this application and sign a Confidentiality Agreement. Volunteers are also required to successfully complete the 36 hour training, and a one-hour court observation.

**PERSONAL INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: | Name:  First | | Middle | Last | | |
| Nickname: | | | Gender: Female Male | | | |
| Address:  Street | | | City | | State | Zip |
| County: | | | Date of Birth: (mm/dd/yyyy) | | | |
| Have you lived in a different location in the last 5 years? If so, where? | | | | | | |
| Phone:  Home | | Cell | Preferred Phone:  Home Cell | | | |
| Email: | | | | | | |
| Social Security #: | | | Marital Status: | | | |
| If married, spouse’s name: | | | | | | |
| Children’s Names & Ages: | | | | | | |

**EMPLOYMENT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | Position: | | |
| Address:  Street | City | State | Zip |
| Work Phone: | May we contact you at work? Yes No | | |
| Please give a brief description of your work: | | | |

**EMERGENCY CONTACT**

|  |  |
| --- | --- |
| Emergency Contact Name: | Relationship: |
| Emergency Contact Phone: | |

**GENERAL INFORMATION**

|  |
| --- |
| How did you become aware of our program? |
| Please list days/times that you would be available to participate in the 36-hour Advocate training. |
| Education History: |
| Do you speak any other language than English? Please specify. |

**Volunteer Questionnaire**

After you submit a completed application, our staff will schedule a face-to-face interview, which is part of the overall interview process. Your answers to the following questions enable our staff to get to know you better prior to the face-to-face interview. Some of the questions are rather personal due to the nature of the CASA program.

**In a few words, describe yourself and what motivated you to volunteer at this time.**

|  |
| --- |
|  |

**Please describe any interactions you’ve had with any of the following entities:**

|  |
| --- |
| Department of Social Services: |
| Juvenile & Domestic Relations Court: |

**What have been your personal experiences with abuse and neglect?**

|  |
| --- |
|  |

**Have you ever known a child who was neglected, physical or sexually abused?**

|  |
| --- |
| How did you respond? |

**Please indicate your skills in the following areas:**

|  |
| --- |
| Writing: |
| Computer: |
| Verbal Communication: |

**Do you have any concerns or questions at this time?**

|  |
| --- |
|  |

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**CONFIDENTIALITY POLICY**

It is the policy of CASA for Children that trustees, employees and volunteer advocates of CASA for Children may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with CASA for Children to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom CASA for Children has authorized disclosure. Trustees, employees, and volunteer advocates shall use confidential information solely for the purpose of performing services as a trustee, employee, or volunteer advocate for CASA for Children. This policy is not intended to prevent disclosure where disclosure is required by law.

Trustees, employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, trustees and employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a trustee's term in office or upon the termination of an employee's, volunteer's or contractor's relationship with CASA for Children, employment, he or she shall return, at the request of CASA for Children, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

Name (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Decision-making capacity (*check all that apply*):

# Employee \_\_\_\_\_\_\_ Committee Member \_\_\_\_\_\_ Board Member\_\_\_\_\_\_\_ Volunteer\_\_\_\_\_\_\_

Grantor \_\_\_\_\_\_\_\_ Intern \_\_\_\_\_

I affirm the following:

1. I have received a copy of the Confidentiality Policy.
2. I have read and understand the policy.
3. I have agreed to comply with the policy.
4. I have agreed to maintain confidentiality regarding information I might receive regarding all activities of the local chapter of CASA.

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

***Flex Learning: Volunteer Training Curriculum***

**Volunteer Self Assessment**

Thank you for your interest in being a CASA/GAL volunteer. All volunteer advocates receive at least 30 hours of training before they are assigned a case. One of the training curricula that your CASA/GAL program has chosen to use is National CASA’s *Flex Learning: Volunteer Training Curriculum.* This curriculum takes a blended approach to training combining in-person and online delivery of information. The training occurs in five sessions. Each session contains approximately 3 hours of self-guided work that participants complete online before attending a 3-hour in-person classroom session.

Because approximately half of the learning time is self-guided requiring the use of a computer, the brief assessment below was designed to help you determine if you are a good candidate to participate in this type of training experience. After you complete the assessment, please give it to your volunteer coordinator.

Check the following statements that apply to you:

I have access to a computer with a high speed internet connection and a current web browser.*(You will need Adobe Reader version 9 or higher and Flash 10 or higher.)*

I have an email address.

I am comfortable using technology (for example: you use Facebook, shop online, or have taken an online college course).

I am a self-motivated learner.

In addition to weekly online work, I can attend all 5 in-person classroom sessions.

Name:

Date: