



CASA  
Court Appointed Special Advocates  
FOR CHILDREN

CASA OF BROWN COUNTY, INC.

## VOLUNTEER APPLICATION

**Personal Information** Date of Application: \_\_\_\_\_

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

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

How long at present address? \_\_\_\_\_ Email address: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ Cell \_\_\_\_\_

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

**Family Information**

Marital Status:  Single  Married Spouse: \_\_\_\_\_ Occupation: \_\_\_\_\_

Children: Name Age Others in Household: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Educational Background**

Years completed (circle highest):	High School	9	10	11	12
	College	1	2	3	4
	Graduate School	1	2	3	4

Highest degree earned: \_\_\_\_\_ Major field of study: \_\_\_\_\_

Are you presently attending school? YES NO

If "yes," school: \_\_\_\_\_ Program: \_\_\_\_\_

**Volunteer Background**

**Name of organization:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Dates:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Duties:** \_\_\_\_\_

**Name of organization:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Dates:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Duties:** \_\_\_\_\_

**Name of organization:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Dates:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Duties:** \_\_\_\_\_

**Employment History (starting with current or most recent employment)**

**Name of employer:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Full time** **Part time**

**Dates of Employment:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Brief Description of Duties:** \_\_\_\_\_

**Name of employer:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Full time** **Part time**

**Dates of Employment:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Brief Description of Duties:** \_\_\_\_\_

**Name of employer:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Full time** **Part time**

**Dates of Employment:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Brief Description of Duties:** \_\_\_\_\_

**Other**

**List memberships in clubs and organizations:** \_\_\_\_\_

**Language(s) that you speak:** \_\_\_\_\_

**Criminal Background**

Have you ever been convicted of a crime other than a traffic violation? Yes    No

If "Yes", on what charge(s)? \_\_\_\_\_

Date(s): \_\_\_\_\_ City/State: \_\_\_\_\_

Are there any misdemeanor or felony charges pending against you?    Yes    No

If "Yes", what charge(s)? \_\_\_\_\_

Date(s): \_\_\_\_\_ City/State: \_\_\_\_\_

**Note: *CASA of Brown County, Inc.* cannot accept any applicants found to have been convicted of, or having charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that might pose a risk to children or the program's credibility.**

**CASA Interests**

**How did you learn about *CASA of Brown County, Inc.*?**

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

**What interests you in becoming a CASA volunteer?** \_\_\_\_\_

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

**CASA related experiences (these are not necessary in order to become a CASA):**

Indicate by a  $\sqrt$  in which areas you have training/experience:

juvenile court	_____	social work	_____
child welfare	_____	foster care	_____
child development	_____	group home	_____
mental health	_____	residential	_____
drug/alcohol	_____	treatment	_____
human services	_____	law, police	_____

Please describe the experiences listed above:

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

Are you prepared to participate in 30 hours of pre-CASA training held evenings or weekends?  
There will be six additional hours of reading

Yes No

Can you participate in 4 hours of court and courtroom observations that occur weekday mornings?

Yes No

Can you participate in *ongoing* training and court appearances?

Yes No

Are you willing to serve up to 12 months as a CASA?

Yes No

Can you contribute an average of 10-12 hours/month to CASA?

Yes No

Days & times that you are available through the week \_\_\_\_\_

<b>References (not relatives--two personal and two employment or volunteer related):</b>
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1) **Name:** \_\_\_\_\_

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

(street, city, state, zip code)

Tel: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years Known \_\_\_\_\_

2) **Name:** \_\_\_\_\_

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

(street, city, state, zip code)

Tel: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years Known \_\_\_\_\_

3) **Name:** \_\_\_\_\_

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

(street, city, state, zip code)

Tel: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years Known \_\_\_\_\_

4) **Name:** \_\_\_\_\_

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

(street, city, state, zip code)

Tel: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years Known \_\_\_\_\_

<b>In case of emergency, contact:</b>	<b>Telephone:</b>
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I, \_\_\_\_\_, affirm that the above information is true and correct. I understand that the information contained herein will be kept confidential and will only be used to determine suitability to serve as a CASA volunteer.

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

CASA Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **CASA of Brown County, Inc.**

### **Volunteer Advocate Job Description**

#### **Objective:**

Advocate for children who come to the attention of the courts.

#### **Qualifications:**

1. Must be 21 years or older.
2. Must pass all screening procedures that include a written application, personal interview, reference check and criminal records check.
3. Must have sufficient time available to commit to one year of involvement.

#### **Responsibilities:**

1. Respect a child's inherent right to grow up with dignity in a safe environment that meets that child's best interest.
2. Ensure that the child's best interests are represented at every stage of the case.
3. Successfully complete all initial and on-going training.
4. Report any new incidents of child abuse or neglect to appropriate authorities.
5. Review all records pertaining to the child.
6. Maintain weekly contacts with the child and have regular contacts with all collaterals (i.e. social workers, AODA staff, school personnel, mental health providers, etc.)
7. Provide written monthly reports in a timely and appropriate manner to the CASA Volunteer Supervisor.
8. Confer with the CASA Volunteer Supervisor to keep them apprised of the child's status or need for change when necessary.
9. Attend all court hearings and staff meetings pertaining to the child.
10. Maintain all standards of confidentiality in relation to the case.
11. Exhibit professionalism in behavior and appearance.
12. Refrain from providing direct services to any parties that could lead to a conflict of interest or potential liability, or cause a child or family to become dependent on the CASA volunteer for services that should be provided by other agencies or organizations.

#### **Training:**

A CASA volunteer completes a minimum of 30 hours of initial training, six additional hours of reading and observes four hours of court proceedings. 12 hours of in-service training are required each year after the first year of service.

#### **Supervision:**

A CASA volunteer will be supervised by the Volunteer Supervisor for the duration of the case.