CASA of the Eastern Sierra • 150 N. Main Street Bishop, CA 93514 760.873.8442

**CASA VOLUNTEER APPLICATION**

Thank you for your interest in becoming a volunteer. All information provided by you is confidential and will help assess your eligibility to serve as a Court Appointed Special Advocate. Please print clearly and complete all sections of the application as thoroughly as possible. Your completed application can be emailed to [CASA@wild-iris.org](mailto:CASA@wild-iris.org) or brought to the office at the address above.



# POLICY

|  |  |  |
| --- | --- | --- |
| CASAs volunteer ten to twelve hours per month, including seeing their children at least once a week. Scheduling can be flexible, but it is a firm commitment. The most common reasons that people fail to keep their commitments are:   * Moving * Job Change * Family Care Needs * Emotional Issues * Health Issues   Do you foresee any of these occurring for you in the next 12- 18 months? | Yes | No |
| Being a CASA requires a 12 to 18-month commitment to a child as well as the court. This commitment is taken seriously and is considered both a legal and moral obligation. Can you make this commitment? | Yes | No |
| CASAs are strictly prohibited from imposing their personal spiritual, religious, and/or political beliefs onto their CASA child. Can you commit to this policy? | Yes | No |
| CASAs have strict confidentiality guidelines regarding the nature of their relationship with a CASA child. CASAs are not allowed to take a child to their home or office. A CASA is not allowed to introduce the child to any of their friends and/or family. Sharing information about the case and/or child is prohibited. Can you commit to this policy? | Yes | No |
| Have you had any personal experience with the following: *(check all that apply*)  Child Protective Service  Foster Care  Juvenile Court System  Other Child Relates Agencies  Please elaborate your experiences below: | Yes | No |

## 

## AVAILABILITY

|  |  |
| --- | --- |
| Part of the responsibility as a CASA volunteer is to appear in court (approximately three to four times per year) on their assigned case(s). Court hearings typically fall on Thursdays (Inyo County) from 8:30 a.m. to 11:30 a.m. or Mondays (Mono County) from 2:30 p.m. to 4:30 p.m. The dates are usually known several weeks in advance. Do you foresee any difficulties with appearing in court during these times?  If yes, please explain: | Yes      No |

# General Information

|  |  |  |
| --- | --- | --- |
| Date | Pronouns |  |
| Last Name | First | Middle |
| Address |  | Apt. No. |
| City | State | Zip Code |
| How long have you lived at this address? |  |  |
| If less than seven (7) years, please list your previous address below:  Address |  | Apt. No. |
| City | State | Zip Code |
| Telephone Number - - |  | Mobile Number - - |
| Email Address |  | |
| Date of Birth - - |  | |
| How did you hear about CASA of the Eastern Sierra? |  | |

# Demographic Information

*Please check the appropriate box.*

Marital Status

|  |  |  |  |
| --- | --- | --- | --- |
| Single | Married | Widowed |  |
| Divorced | Partner | Other: |  |

Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School Diploma | Some College | College Degree |  |
| Postgraduate | PhD/MD | Other: |  |

|  |  |  |
| --- | --- | --- |
| Gender | Race |  |

# Emergency Contact

Last Name First Name

|  |  |  |
| --- | --- | --- |
| Telephone number | Mobile |  |
| Relationship |  |  |

# Employment/Volunteer History

Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Full Time | Part Time | Retired | Student |
| Self-Employed | Unemployed | Homemaker | Other: |

|  |  |  |
| --- | --- | --- |
| Employer/School | Telephone | Occupation |

Languages

|  |  |  |  |
| --- | --- | --- | --- |
| English | Spanish | Other: |  |
| Oral | Written | Both |  |

Please list your most recent volunteer activities, beginning with the most recent:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organization | Volunteer Supervisor | Projects/Responsibilities | Date of Participation | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

All CASA volunteers must have a valid driver’s license and current automobile liability insurance. Volunteers must provide CASA of the Eastern Sierra with a copy of the most up-to-date liability insurance and a current driver’s license to transport youth.

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have a current valid California driver’s license? | Yes | No |  |
| Do you have access to a reliable vehicle? | Yes | No |  |
| Do you have valid auto insurance? | Yes | No |  |
| Do you have access to a computer? | Yes | No |  |
| Do you have access to internet? | Yes | No |  |

# Essay Questions

*Please answer the following questions below. There is no right answer to these questions and your responses provide us with insight into your background and desires for volunteering. You are welcome to answer these questions on a separate piece of paper.*

Please write a brief autobiography. Please be sure to include any historical/cultural information you feel especially shaped your life. Include information about your childhood, culture, current family, and current lifestyle (such as career, hobbies, interests, special skills, etc.)

Why do you want to volunteer for CASA of the Eastern Sierra?

How do you deal with stress? Who is your support system?

# Personal References *Please list three references (1) Professional and (2) Personal.*

Please provide complete mailing addresses or email address where a reference questionnaire can be sent. References from relatives are not acceptable. Volunteers must have three references submitted prior to completing pre-service training. By providing the information below you are giving consent to CASA of the Eastern Sierra to contact your references.

Initial stating you agree. \_\_\_\_\_\_\_\_\_\_

## Reference #1

*Name*

|  |  |  |  |
| --- | --- | --- | --- |
| *Address* |  |  | *Apt. No.* |
| *City* |  | *State* | *Zip Code* |
| *Company* |  |  |  |
| *Telephone Number* |  |  | *Relationship* |
| *Email Address* |  |  |  |
| **Reference #2**    *Name* |  |  |  |
| *Address* |  |  | *Apt. No.* |
| *City* |  | *State* | *Zip Code* |
| *Company* |  |  |  |
| *Telephone Number* |  |  | *Relationship* |
| *Email Address* |  |  |  |
| **Reference #3**    *Name* |  |  |  |
| *Address* |  |  | *Apt. No.* |
| *City* |  | *State* | *Zip Code* |
| *Company* |  |  |  |
| *Telephone Number* |  |  | *Relationship* |
| *Email Address* |  |  |  |

## AGREEMENT

*Please read and initial each agreement.*

\_\_\_\_\_\_\_\_No individual will be rejected as a CASA volunteer based on their race, color, ancestry, national origin, religion, sex, disability, age, genetic information, marital status, sexual orientation, gender identity and gender expression, AIDS/HIV, medical condition, political affiliation, military or veteran status, and/or status as a victim of domestic violence.

\_\_\_\_\_\_\_\_I understand that graduation from this program depends upon successful completion/participation in CASA’s 30+ hour pre-service training program, a satisfactory background check including Live Scan fingerprint clearance, a DMV driver’s license pull report, a Social Security check, submission of any additionally requested information, and an interview by CASA Staff.

\_\_\_\_\_\_\_\_I understand that after successful completion of pre-service training, I will be expected to serve approximately ten to twelve hours per month for at least twelve to eighteen months as a Court Appointed Special Advocate. This commitment could include but is not limited to visiting the child/ren on a regular basis, writing court reports, advocating for the child/ren, completing twelve hours of continuing education each year, and appearing in court.

\_\_\_\_\_\_\_\_I will participate in on-going supervision and training meetings, cooperate fully with staff, and adhere to all agency approved rules and regulations. If unforeseen circumstances prevent me from fulfilling this obligation, I will give my CASA supervisor advance notice in writing.

\_\_\_\_\_\_\_\_I understand that if my CASA case assignment requires transporting children or driving while conducting CASA business, I will provide CASA of the Eastern Sierra with copies of my current driver’s license and proof of personal automobile insurance that meets the minimum state personal automobile insurance requirements. Additionally, I consent to CASA of the Eastern Sierra receiving a California Department of Motor Vehicles driving record report annually.

\_\_\_\_\_\_\_\_ I give my permission for my references to be checked which may include past employers, volunteer organizations, and personal references. I understand that all the information will be held in strict confidence and used only for the purpose of determining my suitability as a volunteer. The reference checks may be done by phone or in writing. I understand that not all applicants who apply to be a volunteer are chosen to participate and that CASA of the Eastern Sierra reserves the right to deny a volunteer applicant for any reason.

\_\_\_\_\_\_\_\_I understand that when I leave the program, I will return any case files, I.D. Badge, business cards, case notes, and any and all other CASA materials obtained while serving as a volunteer. All materials must be returned to CASA of the Eastern Sierra office within seven days of separation.

*The criteria used in the selection of volunteers are designed to ensure that the individual is able to meet the responsibilities of a CASA volunteer.*

***As a CASA volunteer, I will be willing to: (Please initial for ‘yes’)***

\_\_\_\_\_\_\_\_ Record and turn in a monthly log of my activities related to my case.

\_\_\_\_\_\_\_\_ Participate and attend court hearings and meetings on my child’s case during business hours.

\_\_\_\_\_\_\_\_ Prepare written reports to the court with guidance from CASA staff.

\_\_\_\_\_\_\_\_ Visit in-person with the child(ren) to whom I may be assigned at least weekly.

\_\_\_\_\_\_\_\_ Participate in 12 hours of continuing education training yearly.

# AFFIRMATION AND RELEASE

As a CASA volunteer, your primary focus is to advocate for the needs of the abused and neglected children who are in the custody of Child Protective Services. Our volunteers 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. As such, volunteers are expected to visit people involved with the child, attend court hearings, prepare court reports and communicate with all involved in the child’s life during the legal process. Volunteers with full-time jobs will have to be flexible with their time throughout their one-year commitment. I understand that qualities of a successful CASA volunteer include interpersonal skills, compassion, punctuality, and reliability. I further understand that if concerns arise, CASA of the Eastern Sierra reserves the right to reject an applicant at any time, including after interviews, during the training process or after certification.

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

I hereby affirm that all the answers provided are true. I hereby authorize CASA of the Eastern Sierra to investigate my background to determine my fitness as a potential volunteer. Falsifying and/or knowingly misrepresenting any information in this application are grounds for denying the applicant or dismissal of the volunteer. I understand that the screening process includes, but is not limited to:

Live Scan Fingerprinting DMV Driver Report

Social Security Check Registered Sex Offender Database Check

I understand that the information requested in this application will be used only for the purpose of determining suitability as a CASA volunteer. I understand that after successful completion of my training and acceptance as an advocate, I will be expected to serve a minimum of twelve to eighteen months in with CASA of the Eastern Sierra. If unforeseen circumstances prevent me from fulfilling this obligation, I will submit my written resignation to my CASA supervisor as soon as possible.

I understand that if I am unable to complete all mandatory training sessions, I will have to complete all missed sessions at either the next scheduled training or arrange individual training with CASA Staff. I understand that I will not be able to serve as a volunteer until these sessions are completed as well as any additional requirements that CASA Staff may deem necessary.

I am aware of the sensitive and confidential nature of the documents, discussions, and other material I will examine in my capacity as a volunteer advocate. I will discuss these matters only with those directly involved in the case.

I understand that I am not allowed to introduce my CASA child to any of my friends, co-workers, or family.

I have read the above waiver and release statement and fully understand what rights I am waiving by signing this document.

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

Name (please print)

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

Signature Date

Thank you!

We appreciate the time it took to complete our application. Following a review, a member of our staff will contact you regarding the next steps. Please contact CASA of the Eastern Sierra with any questions.

**Optional Ethnicity and Income Form**

*The following information is requested solely for demographic purposes and will be utilized exclusively for planning, recruitment and training by the CASA program. It will not be distributed, exchanged, or sold to other individuals or organizations.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ETHNICITY** *(check one)* | | |  | | |
| African American | Hispanic/Latino | Caucasian | | Arab/Middle Eastern | |
| Native American | Asian/Pacific Islander | Multi-racial | | Other: | |
| **ANNUAL INCOME** *(check one)* | | |  | | |
| Below $20,000 | $21,000 – $30,000 | $31,000–$40,000 | | | $41,000 - $50,000 |
| $51,000 – $60,000 | $61,000 – $70,000 | $71,000–$80,000 | | | $81,000 – Above |