

C.A.S.A. OF SAN BERNARDINO COUNTY

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COURT APPOINTED SPECIAL ADVOCATE (CASA) VOLUNTEER APPLICATION



C.A.S.A. of San Bernardino County

www.casaofsb.org

Volunteer Application

The information on this application will help us assess your qualification to serve as a volunteer Court Appointed Special Advocate (C.A.S.A.) or Educational Advocate. Please carefully complete all sections of the application as thoroughly as possible. C.A.S.A. of San Bernardino County does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

How did you hear about the C.A.S.A. program? _____

I. PERSONAL DATA

Name: _____ Date of Birth: _____

Maiden/Prior Names/Aliases: _____

Driver's License #: _____

Home Address: _____ Home Phone #: _____

City/State/ Zip: _____

E-Mail Address: _____ Cell Phone #: _____

Best way to reach you? Cell Phone _____ Home Phone _____ Time of day? _____

Emergency Contact _____ Telephone #: _____
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II. EMPLOYMENT

Current Employer: _____

Address: _____

Supervisor: _____ May you be called at work? Y N Work Ph #: _____

Title & Brief description of work: _____

6. Are you or have you ever been the sibling, household member, parent or significant other of a child who has been placed under the protective custody of the court? Y N If yes, please explain.

7. As a child, were you ever the subject of a child abuse report? **Y N

8. Are you currently paid or reimbursed to provide a service to children and/or parents within the child welfare and/or Juvenile Court system? Y N

**If you have answered "yes" to any of the questions in the above section, please explain. (Attach additional sheets as needed)

VIII. CONFIDENTIALITY AGREEMENT AND PERMISSION TO CONDUCT BACKGROUND CHECK

I agree to submit to a State, FBI and Child Abuse Registry security screening process to assure that my past is free of criminal convictions. I realize I will be seeing children privately, sometimes on a one-to-one basis and therefore agree to conduct myself in a careful and ethical manner.

Because CASA programs are based on volunteers, paid and volunteer staff is equally valued. I have the right to say no, to have my feelings heard, and to have a place to communicate my concerns. I also recognize the need for me to be reliable and timely in all my responsibilities and to work respectfully with the office, other volunteers and outside agencies.

A. As an applicant to be a CASA Volunteer, do you agree to do the following:
(Please initial each item.)

1. Submit to an investigation of suitability as a CASA, including, but not limited to: fingerprinting, criminal background checks, reference checks, National and Megan’s Law Sex Offender database, Social Security number screenings and Department of Motor Vehicles records check? _____
2. Upon successful completion of the screening and training, serve as a CASA Volunteer for a minimum of 12 to 18 months? _____
3. Participate in on-going supervision, in-service trainings, and other continuing education of at least twelve (12) hours per year? _____
4. Maintain confidentiality regarding all court cases? _____

B. I understand and agree that by submitting this application, I authorize the C.A.S.A. of San Bernardino County program to make inquiries regarding my suitability as a Court Appointed Special Advocate. Any information obtained will be used for the purpose of determining my suitability as a C.A.S.A and will be held in the strictest confidence. Selection of the volunteers will be based on criteria that indicate the applicant’s ability to fulfill the requirements of serving as a CASA. No individual will be rejected because of race, color, religion, national origin, age, sex, sexual orientation or marital status. Falsifying and/or knowingly misrepresenting any information in this application are grounds for denying the applicant or dismissal of the volunteer.

I understand that after completing my training, I will be expected to serve approximately ten (10) hours per month for at least 18 months as a Court Appointed Special Advocate. I agree to submit monthly activity logs (a.k.a time sheets), recording all activities related to my volunteer duties. I also understand that I will be required to complete twelve (12) hours of in-service training each year. I understand that I must update and submit a copy of my driver’s license; car insurance each year in order to remain in compliance as a volunteer. I also understand that it is my obligation to inform CASA staff of any criminal convictions, motor vehicle violations, or difficulties that I foresee in completing my volunteer service. I will give the Executive Director advanced notice in writing.

My signature indicates that I have read the above Commitment Statement and the following Policy and Procedures and I agree to become a sworn Officer of the San Bernardino County Juvenile Court.

VOLUNTEER:

Print Name

Signature of Applicant

Date

CASA Staff:

Staff Name/Title

Date