



Thank you for your interest in CASA (Court Appointed Special Advocates) of Collin County. Please find enclosed a CASA information packet and a volunteer application.

The opportunity to serve as a CASA volunteer is one of the most unique community service experiences available. CASA volunteers have the opportunity to “roll up their sleeves” and work one-on-one with abused and neglected children, their families, and the courts. While the enclosed job description may seem overwhelming at first, please keep in mind that many of our CASA volunteers have full-time jobs.

CASA of Collin County offers a complete training schedule to our potential volunteers. After completing the application to volunteer and scheduling a personal interview, an applicant is then enrolled in a thirty hour training course. This course offers workshops ranging from “The Dynamics of Abuse and Neglect,” to “How to Testify in Court”. We are fortunate to have respected, professional members of the community such as District Court Judges, Child Protective Services Supervisors, and Assistant District Attorneys participate in our training. Upon completion of the training and a thorough background check, a volunteer is sworn in as an Officer of the Court and can begin accepting CASA cases.

A benefit to being a CASA volunteer is that almost all of the work can be done in the volunteer’s free time. The majority of our volunteers do work full-time, and can perform their CASA tasks on their own schedule. However, if you do work, you will need to get permission from your employer to attend the occasional court hearing or case staffing. Also, because of the intensive and quality training you will receive, we do ask for a one-year commitment to CASA upon being sworn in as a volunteer.

If you have any questions or concerns, please feel free to contact me at (972)529-2272. I look forward to receiving your application, and bringing you aboard as a CASA volunteer. Together, we can make a difference...one child at a time.

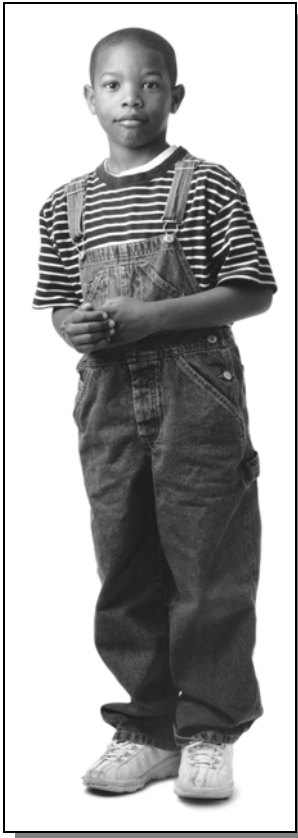
**The next 30-Hour Volunteer Training will be held early Fall, 2009 with specific dates yet to be determined. There is one Saturday class which is held 8:30am-4pm and five evening classes held from 5:30pm-9pm. All days and times of training must be attended. Your application and interview are to be completed prior to training session.**

Sincerely,

Dianne McCall, MS  
Program Director

A United Way affiliate, Member of National and TEXAS CASA

**COURT APPOINTED SPECIAL ADVOCATES (CASA) OF COLLIN COUNTY, INC.**  
101 E. Davis St., McKinney, TX 75069 • (972) 529-2272 • FAX (972) 529-2275



*CASA Volunteers:  
Ordinary People Doing Extraordinary things!*

Every year thousands of abused and neglected children are in need of safe, permanent nurturing homes. Too many spend years moving from one temporary home to another. They are more likely than other children to face homelessness, unemployment, even prison as adults.

That's where CASA of Collin County steps in. CASA (Court Appointed Special Advocates) was established in 1991 to make sure the abuse and neglect these children originally suffered at home doesn't continue as abuse and neglect at the hands of the system.

- **CASA Volunteer Advocates** are ordinary people who are committed to standing up for the "best interests" of an abused or neglected child.
- **CASA Volunteer Advocates** are thoroughly trained in courtroom procedure, social services, the juvenile justice system, and the special needs of these vulnerable children.
- **CASA Volunteer Advocates** are appointed by judges to be a voice for these children in court. The result is that a child is placed into a safe, loving home where he or she can thrive.



A Powerful Voice In A Child's Life

*Child Abuse and neglect is a problem of such magnitude and complexity that cooperation between the public and private sectors is essential if it is to be remediated.*

**Startling Statistics**

- Child abuse is the number one killer of pre-school children.
- Three Children die from child abuse every day
- More than 20% of the children CASA serves are sexual abuse victims.
- Many are children too young to speak up for themselves. More than 37% are 5 years old or younger.
- More than 600 Collin County children, all victims of severe abuse, neglect, abandonment, or family violence, will need a CASA Volunteer Advocate this year

With the constant support, guidance, and supervision of the professional staff at CASA, volunteers from all walks of life, ages, and ethnic groups act a court appointed advocates for abused and neglected children.

CASA Volunteer Advocates serve as the court's eyes and ears to help the judge make an informed, timely decision in the child's best interests.



**CASA of Collin County, Inc.**  
**(Court Appointed Special Advocates)**  
**Volunteer - Job Description**

**Purpose of Position:**

1. To recommend to the court, based on fact finding and investigation, the best interest of a child in Child Protective Service placement.
2. To work for and achieve the goal of CASA of Collin County, Inc., that every child has the right to a safe, permanent home to thrive.

**Requirements of Position:**

1. Must be 21 Years of age – minimum.
2. If working, secure permission in advance of basic training for time off from work to attend periodic hearings.
3. Complete application for position.
4. Make appointment and come for office interview prior to initial training.
5. Complete initial training course.
6. Appear before the court to be sworn in as Court Advocate.
7. Monitor court proceedings and appear at all hearings.
8. Attend a minimum of twelve hours of on-going training per year.
9. Sign statement of Commitment to serve a minimum of one year.
10. Sign Pledge of Confidentiality.

**Responsibilities of the Position:**

1. Interview all parties, clients, and professionals as well as child (ren) involved in the assigned case.
2. Maintain records of all findings.
3. Confer with Casework Supervisors or designate on a regular basis at minimum of once each month and prior to any final decisions.
4. Attend all staffings concerning the child (ren).
5. Discuss court reports with Casework Supervisor prior to preparing a report.
6. Prepare court reports 10 days before hearing.
7. Appear in court as to the child's best interests.
8. Visit child (ren) once or twice per month.
9. Monitor the case to ensure court orders are being carried out, and that services to the child are being furnished and placement is appropriate.
10. Work for permanency for the child whether the permanency is to be returned to the child's original home or freed for adoption.

**Qualifications of Position:**

1. Willingness to work within the guidelines, policies and standards of CASA of Collin County, Inc.
2. Good human relations skills and the ability to be objective.
3. Must have conviction of the importance of providing for the best interests of children at risk.
4. Must have time, interest and energy to do the job.
5. Must have access to transportation.
6. Must have the ability to stand up for convictions.
7. Must have willingness to receive guidance and direction and work as part of a team.
8. Must be sensitive to cultural/ethnic differences.

**CASA of Collin County Inc,  
(Court Appointed Special Advocates)  
Volunteer Application Form  
Fax to: 972-529-2275**

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

Mr/Ms/Mrs: \_\_\_\_\_ DOB: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

In a necessity, Call: \_\_\_\_\_

Name

Phone

21 Years of Age? \_\_\_\_\_ Texas Driver's License # \_\_\_\_\_

Marital Status: \_\_\_\_\_ Name of Spouse: \_\_\_\_\_

Spouse Employed? \_\_\_\_\_ Where: \_\_\_\_\_

Telephone: \_\_\_\_\_

Children: \_\_\_\_\_ Age: \_\_\_\_\_

\_\_\_\_\_ Age: \_\_\_\_\_

\_\_\_\_\_ Age: \_\_\_\_\_

List your three most recent employers (firm name, address, supervisor, dates of employment, reason for leaving):

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

Currently Employed: \_\_\_\_\_ Where: \_\_\_\_\_

Part Time: \_\_\_\_\_ Full Time: \_\_\_\_\_ What Capacity: \_\_\_\_\_

Bi-Lingual: \_\_\_\_\_ If Yes, what language(s): \_\_\_\_\_

Educational Background: \_\_\_\_\_

Current Volunteer/Vocational Activities:

1: \_\_\_\_\_

2: \_\_\_\_\_

Previous Volunteer/Vocational Activities:

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

If married, how does your spouse feel about your working as a CASA volunteer?

\_\_\_\_\_

Are you aware that you will be required to complete CASA training before becoming a volunteer? \_\_\_\_\_

Are you aware that CASA operates through agreements with the Department of Human Services and Family District Court Judges? \_\_\_\_\_

Will you as a CASA volunteer be able to participate in fact finding, monitoring and court appearances during the day, Monday through Friday? \_\_\_\_\_

Are you aware that you are to appear at court when hearings on your case are scheduled? \_\_\_\_\_

\_\_\_\_\_

Can you see yourself visiting with a family in their home or with an institutionalized child? \_\_\_\_\_

\_\_\_\_\_

Do you agree that your first six months in the program will be probationary? \_\_\_\_\_

Are you aware that you will be required to attend on-going training at least four times a year? \_\_\_\_\_

\_\_\_\_\_

Are you willing to make a minimum one year commitment to CASA? \_\_\_\_\_

What do you feel are the strengths and weaknesses that you will bring to this program?

Strengths: 1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

Weaknesses: 1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

Have you had a personal experience involving: (Please Discuss)

1: Child Welfare: \_\_\_\_\_

2: Juvenile Court System: \_\_\_\_\_

3: Foster Care: \_\_\_\_\_

4: Child Abuse (psychological, sexual, physical) or neglect: \_\_\_\_\_

5: Have you ever been accused, arrested or convicted of a crime? If yes, please explain: \_

6: Psychotherapy and counseling: \_\_\_\_\_

7: Please list any drugs/medications taken on a regular basis: \_\_\_\_\_

8: Other agencies offering services to a child: \_\_\_\_\_

Please write a brief statement about why you have chosen to work as a volunteer in the CASA program at this particular time in your life: \_\_\_\_\_

\_\_\_\_\_

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In addition to fact finding, would you be willing to occasionally:

\_\_\_\_\_ Visit institutions caring for children under conservatorship of Department of Human Services?

\_\_\_\_\_ Working in the office (typing, telephoning, mailing, filing, etc.)?

\_\_\_\_\_ Work with speaker's bureau?

\_\_\_\_\_ Work with hospitality (food planning, buying, serving)?

\_\_\_\_\_ Work on public relations?

\_\_\_\_\_ Work on newsletter?

\_\_\_\_\_ Work on other: \_\_\_\_\_

Are you reasonably available during the work week: \_\_\_\_\_

Do you have any questions or concerns about this application form: \_\_\_\_\_

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Please list two personal references and one employment or other volunteer reference. At least one reference must be someone other than a friend, co-worker or relative. For example, a minister, teacher, employer, therapist.

Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

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Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

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Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

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Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**The undersigned acknowledges and agrees: (1) That further information may be requested, by means of reference checks, criminal checks, etc. and (2) That he/she is aware that CASA of Collin County, Inc. has no insurance coverage for individual volunteers. (3) Not to be a party, spouse of a party, or a close relative or friend of a party involved in a pending or impending suit affecting the parent-child relationship. (4) Not to use his/her status as a CASA volunteer to advance his/her private interests or to advance the private interests of others; and agrees not to testify voluntarily as a character witness in a suit affecting the parent-child relationship, other than those to which I have been appointed as a CASA volunteer.**

**I also understand that if for any reason it becomes apparent that my activities are contrary to the policies, goals, and/ or philosophy of the CASA program and their ability to provide quality services to abused and neglected children, my services as a CASA volunteer will be terminated.**

**I certify that I am the individual as aforementioned in this application and that I understand that falsification of any information hereby given will invalidate my participation in the CASA of Collin County, Inc. program.**

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

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

How did you become aware of CASA?

Relative: \_\_\_\_\_ Friend: \_\_\_\_\_ Neighbor: \_\_\_\_\_

Newspaper: \_\_\_\_\_ Television: \_\_\_\_\_ Radio: \_\_\_\_\_

Speaker: \_\_\_\_\_ Other: \_\_\_\_\_







## Background Verification Release Form

### AGENCY INFORMATION

Date	Agency Name CASA of Collin County		
Contact Name Dianne McCall			
Agency's Main Phone Number 972-529-2272		Agency's Fax Number 972-529-2275	

### APPLICANT INFORMATION:

Applicant Full Name (Last, First, MI)			
Current Address			
City	State	Zip Code	County
Social Security Number	Date of Birth	Driver's License Number	State Issued
<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Race</b> <input type="checkbox"/> African American <input type="checkbox"/> American Indian <input type="checkbox"/> Anglo <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other		

I hereby authorize VERIFIY and or its Service Provider to request and receive any and all background information about or concerning me, including but not limited to my Criminal History, Social Security Number Trace including a consumer report under the Fair Credit Reporting Act, 15 U.S.C 1681, Driving Record, Employment History, Military Background, Civil Listings, Educational Background, Professional License from any Individual, Corporation, Partnership, Law Enforcement Agency, and other entities including my Present and Past Employers.

**The criminal history, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct as committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by client/agency and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.**

I further release and discharge VERIFIY and their Service Provider and all of their Subsidiaries, Affiliates, Officers, Employees, Contract Personnel, or Associates, from any and all claims and liability arising out of any request for information or records pursuant to this authorization, procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

I understand that I have the right to make written request within a reasonable period of time to VeriFYI for additional information concerning the nature and scope of the investigation. I acknowledge that I have voluntarily provided the above information for employment/volunteer purposes, and I have carefully read and understand this authorization.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Parent/Guardian's Signature  
(if under 18 years of age)