



Serving both Madison and Hancock Counties

THANK YOU FOR YOUR INTEREST IN MAKING A DIFFERENCE IN THE LIFE OF AN ABUSED OR NEGLECTED EAST CENTRAL INDIANA CHILD. I AM VERY EXCITED THAT YOU ARE CONSIDERING JOINING US.

CASA Volunteers are very special individuals. They devote themselves to speaking for children who have become victims at the hands of adults. They have been thrown into the intimidating world of the Juvenile Court System. These children need your assistance to keep their best interest at the forefront of this process.

As a CASA you will not only insure that the child receives all the services they need, but you will become a safe and trustworthy adult for the child to depend on. You will insure that there is a plan for the future for this child and the child remains safe and protected. It is both an awesome and rewarding experience. As a CASA you will make an important impact on a child. In some instances you will be the very first adult willing to advocate for them in a world they do not understand.

We at CASA understand that this is a great responsibility. That is why we provide all of our volunteers with a comprehensive training schedule, complete with mock case and court hearing. Should you have any questions during your time as a volunteer we have many combined years of experience to offer you help during the entire process. It is our goal to provide you with all the tools and resources needed to advocate effectively for the children of East Central Indiana.

If you are ready to make an impact on your community and more specifically a child's life, please complete the enclosed application and return it to the office. I will then contact you to set up an appointment for an interview.

If you find you still have questions after reviewing this information, please don't hesitate to call or email me!

Sincerely,
Traci Barber
Madison County Volunteer Coordinator
Madison/Hancock Counties
tbarber@madisoncounty.in.gov

East Central Indiana CASA, Inc. 800 Main Street, Suite 302, Anderson, IN 46016
98 East North Street, Suite 111, Greenfield, IN 46140
Anderson: 765.649.7215 - Greenfield: 317.477.0034
Fax: (A) 765.649.8633 (G) 317.462.7624
Email: eastcentralindianacasa@yahoo.com



APPLICATION FOR EAST CENTRAL INDIANA CASA PROGRAM
Please Print

Name: _____

Address: _____

Telephone: Home _____ Work _____

May you be called at work? Yes No

Email: _____ Social Security Number: _____

In what county do you reside? _____ How long? _____

Date of Birth: _____ Place of Birth: _____

Marital Status: _____ If married, maiden name: _____

If presently married, husband's / wife's name and occupation:

Name: _____

Occupation / Employer: _____

Children:

Name	Date of Birth	Sex

Other Members of Household:

Name	Relationship

Do you drive? Yes ___ No ___

Do you have a valid driver's license? Yes ___ No ___

Do you have automobile insurance? Yes ___ No ___

What is the current status of your health? _____

YOUR EDUCATION

High School: 9 10 11 12

College: 1 2 3 4

Graduate: 1 2 3 4

Major: _____

Degree: _____

Are you presently enrolled in school? Yes ___ No ___

If yes, name of school and course of study _____

WORK / VOLUNTEER HISTORY (Use another sheet if necessary, or attach resume)

Name and address of present or last employer or volunteer project:

Dates: _____ Supervisor's Name: _____

Brief Description of Work: _____

Name and address of next previous employer or volunteer project:

Dates: _____ Supervisor's Name: _____

Brief Description of Work:

Name and address of next previous employer or volunteer project:

Dates: _____ Supervisor's Name: _____

Brief Description of Work:

List any other current community activities and membership in clubs, church, other organizations:

Languages Spoken: _____

Hobbies/Special Interests: _____

When would you be available for volunteer service? Check Times

	MON	TUES	WED	THU	FRI	SAT	SUN
Morning							
Afternoon							
Evening							

Approximately how much time can you contribute weekly as a CASA Volunteer? _____

Do you have any training or experience in any of the following?

- Medicine
- Mental Health
- Counseling
- Psychology
- Drug or Alcohol Programs
- Child Development
- Child Care
- Child Welfare
- Social Work
- Education
- Criminology
- Law Enforcement
- Advertising/Public Relations
- News Media
- Writing
- Public Speaking
- Art or Graphics

If yes, please describe: _____

Have you ever been arrested for a crime? Yes No

If yes, what charge? _____

Date of Arrest: _____ Where? _____

Can you think of any reason why a Judge might be reluctant to appoint you to a case? Yes No If yes, why? _____

How did you learn/hear about the CASA Program?

PLEASE WRITE A BRIEF STATEMENT EXPLAINING WHY YOU WANT TO WORK WITH THE CASA PROGRAM.

PERSONAL REFERENCES: (If you are employed, one reference should be from your employer).

Name: _____

Address: _____

Telephone _____ **Relationship:** _____

Name: _____

Address: _____

Telephone _____ **Relationship:** _____

Name: _____

Address: _____

Telephone _____ **Relationship:** _____

In case of an emergency contact: _____

Telephone number: _____



AFFIRMATION AND RELEASE

I, _____, hereby affirm that all of the answers provided on my volunteer application are true. I hereby authorize the East Central Indiana CASA Program to investigate my background to determine my fitness as a potential volunteer.

I understand that the information requested in this application will be used only for the purpose of determining suitability as a CASA Volunteer. Further, I understand that after the successful completion of my training, I will be expected to serve a minimum of one year in the CASA Program. If unforeseen circumstances prevent me from fulfilling this obligation, I will submit my written resignation to the Volunteer Coordinator with as much advance notice as possible. I am aware of the sensitive and confidential nature of the official documents, reports, and other material I will examine in my capacity as a volunteer. I will discuss these matters only with those persons directly involved in the case or who will be consulted for their professional knowledge and expertise.

Name (Please print) _____

Signature: _____

Date: _____

Please return your completed application to the program office:

**East Central Indiana CASA, Inc.
800 Main Street, Suite 302
Anderson, IN 46016**

**Or for further information or questions
contact: Traci Barber
Madison County Volunteer Coordinator
tbarber@madisoncounty.in.gov
765-649-7215**



CASA

Court Appointed Special Advocates

FOR CHILDREN

Application for Records Check

Name of Applicant:
If married, maiden or other name(s) used:
Address:
Date of Birth:
Place of Birth:
Social Security Number:

I hereby authorize:

- Hancock County Police Department
- Madison County Police Department
- Indiana State Police Department
- All other police departments in Indiana cities and counties
- Any State which I have resided in during the last 5 years
- Division of Family and Children Services

To provide CASA with any and all confidential information.

Name

Date

DO NOT WRITE BELOW THIS LINE

NO RECORD _____

RECORD AS FOLLOWS:

CHARGE	DATE	DISPOSITION

Investigator: _____

Date: _____

BECOMING A CASA VOLUNTEER

Who are CASA Volunteers?

CASA is an acronym for Court Appointed Special Advocate. CASA Volunteers are ordinary people who care about kids. CASA Volunteers come from all backgrounds and many work full time. Some are students or retired individuals. Most CASA Volunteers work on one case at a time. No legal expertise is required.

What exactly does a CASA Volunteer do?

CASA Volunteers are assigned to an abuse or neglect case by a judge. They conduct thorough research on the background of the case, reviewing documents, interviewing all parties involved, including the child. They make reports to the court, recommending what they believe is best for the child, providing the judge with information that will help her/him make an informed decision. CASA Volunteers can be instrumental in assuring that a child or family receives services, which the court has ordered – things like substance abuse counseling or special education testing. During the life of a case, a CASA Volunteer monitors the child's situation to make sure he/she remains safe. CASA Volunteers may be the only constant the child knows as they move through the labyrinth of the child welfare system.

What does it take to be a CASA Volunteer?

Commitment – When you take on a case, you take on a child's future. Most programs ask a commitment of at least one year. Some cases last longer. The amount of time you give to a case will vary depending on the stage of the proceedings. Nationally, CASA Volunteers give an average of 88 hours per year.

Objectivity – The CASA role is to represent the best interests of the child. That may not always mean what the child wants. CASA Volunteers must be able to talk to everyone involved in a case and remain objective in their recommendations. While they will establish a relationship with the child, the CASA Volunteer's role is not to become a big brother or sister to the child.

Good Communication Skills – CASA Volunteers must be able to talk to a wide variety of people from healthcare professionals to school officials to an angry parent. CASA Volunteers present written reports to the court, and speak in the courtroom on behalf of the child's best interest.

What about Training? – CASA Programs provide in-depth training on issues of the court process, child development, abuse and neglect, cultural competency, advocacy and interviewing techniques, HIV and other public health topics. You will hear from judges, attorneys, social workers and other professionals in the field. Programs also offer in-service training on many subjects.

FREQUENTLY ASKED QUESTIONS

What is a CASA Volunteer?

A Court Appointed Special Advocate (CASA) Volunteer is a trained citizen who is appointed by a judge to represent the best interests of a child in court. Children helped by CASA Volunteers include

those for whom some placement is being determined in Juvenile Court. Most of the children are victims of abuse and neglect.

What is the CASA Volunteer's role?

A CASA Volunteer provides a judge with a carefully researched background of the child to help the court make a sound decision about the child's future.

Each home placement case is as unique as the child involved. The CASA Volunteer must determine if it is in a child's best interest to stay with his or her parents or guardians, be placed in foster care, or be freed for permanent adoption. The CASA Volunteer makes a recommendation on placement to the judge, and follows through on the case until it is permanently resolved.

How does a CASA investigate a case?

To prepare a recommendation, the CASA Volunteer talks with the child, parents, family members, social workers, school officials, health providers and others who are knowledgeable about the child's history. The CASA Volunteer also reviews all records pertaining to the child's school, medical and caseworker reports, and other documents.

Is there a "typical" CASA Volunteer?

CASA Volunteers come from all walks of life, with a variety of professional, educational and ethnic backgrounds. There are more than 38,000 CASA Volunteer nationally. Local programs vary in number of Volunteers they utilize. Aside from their CASA Volunteer work, 52 percent are employed in regular full-time jobs; the majority tends to be professionals. 82% of the Volunteers nationwide are women; 18% are men.

How does the CASA Volunteer relate to

the child he/she represents?

CASA Volunteers offer children trust and advocacy during complex legal proceedings. They explain to the child the events that are happening, the reasons they are in court, and the roles the judge, lawyers and social workers play. CASA Volunteers also encourage the child to express his or her own opinion and hopes while remaining objective observers.

How many CASA Programs are there?

There are now over 900 programs in all 50 states. New programs start up at the average of three or four per month.

How effective have CASA Programs been?

Preliminary findings show that children who have been assigned CASA Volunteers tend to spend less time in court and less time within the foster care system than those who do not have CASA representation. Judges have observed that CASA children also have better chances of finding

permanent homes than non-CASA children.

Are there other agencies or groups that provide the same service?

No. There are other child advocacy organizations, but CASA is the only program where Volunteers are appointed by the court to represent a child's best interest.

What children are assigned CASA Volunteers?

Children who are victims of abuse and neglect that have become wards of the court are assigned CASA Volunteers. The program is most common in juvenile and family court cases.

For more information contact:

Myra Rose

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**800 Main St. Ste. 302
Anderson, IN 46016**

Phone: 765.649.7215

FAX: 765.649.8633

Email:

mrose@madisoncounty.in.gov

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East Central Indiana CASA Volunteer Job Description

Training:

CASA volunteers must complete an intensive training class to be sworn into the CASA program as an Officer of the Court. If a class will be missed by a volunteer a make up time must be scheduled with the CASA Program Coordinator. CASA Program Coordinator will make every effort to schedule a time that is convenient for the volunteer as we are aware that volunteers tend to be very busy people.

- Training class consists of 32 hours in a classroom setting and 6-8 hours in court observation.
- A limited amount of home work will be assigned to the volunteers during training.
- Volunteers will be responsible for writing a complete court report on the mock case provided at the beginning of training.
- It is required that volunteers be “Sworn In” to the court by the Circuit Court Judge.

Volunteer Activities / Supervision-Support:

Under the guidance and supervision of the CASA Volunteer Coordinator, CASA volunteers will perform the following tasks associated with having “party” status in a Child in Need of Services case as a Court Appointed Special Advocate.

- Engage in an independent and objective fact finding with the intent of serving the best interest and safety of the child(ren) assigned to the individual CASA.
- Collaborate with the all other parties in the case (child, parents, attorneys, and DCS) also with non-party persons, to include, but not limited to; schools, physicians, mental health providers, and local police to advocate for the best interest and safety of child(ren) in the case.
- Insure that the educational needs of the child(ren) are being addressed by the system and to ensure that the child is not falling behind during the highly stressful time of court hearings, foster placements, institutional placements, and insecurities about their future.
- Prepare for the court an approved court report to become part of the court record. This report must contain factual and objective information for the purpose of making recommendation to the court for the educational, medical, mental, social, material, and other needs of the child(ren).
- The CASA volunteer will attend all court hearings and case plan meetings for their assigned case with supervision by CASA Volunteer Coordinator to advocate for the best interest and safety of the child.