



**Court Appointed Special Advocates of Imperial County**  
**- A MEMBER OF THE NATIONAL CASA ASSOCIATION -**  
**229 South 8<sup>th</sup> St. Suite B. El Centro, CA 92243**  
Phone: 760-353-7456  
FAX: 760-353-4465

## **VOLUNTEER APPLICATION**

### **PERSONAL INFORMATION**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Street Address (if different from mailing): \_\_\_\_\_

How long at this address? \_\_\_\_\_ How long have you lived in Imperial County? \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ SSN: \_\_\_\_\_

Prior Address (if at current address less than 1 year): \_\_\_\_\_

\_\_\_\_\_ How long? \_\_\_\_\_

Marital Status: \_\_\_\_\_ Ethnic Origin: \_\_\_\_\_

Do you have access to a car: \_\_\_\_\_ Insurance Provider: \_\_\_\_\_

Driver's Lic. #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Have you ever been arrested, detained by the police, summoned into court, traffic arrests or convicted of any criminal charges (if yes, indicate dates) : \_\_\_\_\_

Current Employer: \_\_\_\_\_ How Long? \_\_\_\_\_

Position/Title (full or part time): \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

Supervisor/Contact: \_\_\_\_\_ May we contact you at work? Yes\_\_\_ No\_\_\_

### **CHILDREN (NAMES AND AGES)**

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

### **EMERGENCY NOTIFICATION**

Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

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

**VOLUNTEER INFORMATION**

How did you become aware of the CASA program? \_\_\_\_\_

Age range of child/ren you prefer to work with: \_\_\_\_\_ Gender preference: \_\_\_\_\_

Prefer not to work with disabled children, such as: Cerebral Palsy, Hearing, Mobility, Learning disability, Neurological/Psychological etc... (Please state) \_\_\_\_\_

Have you or anyone in your family had any involvement with juvenile court? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony or a misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", please explain (include dates): \_\_\_\_\_

In order to participate as a Court Appointed Special Advocate program volunteer, your agreement to the following items is required. Your initials after each item indicate your voluntary agreement. Do you agree to:

- Submit to a criminal index and investigation background check? \_\_\_\_\_
- Submit to a Department of Motor Vehicles check? \_\_\_\_\_
- Participate in a total of 32 training hours? \_\_\_\_\_
- Participate in on-going supervision and training meetings? \_\_\_\_\_
- Maintain confidentiality regarding all court cases? \_\_\_\_\_
- Commit to 12-15 hours per month as a CASA? \_\_\_\_\_
- Commit to at least 18 months as a CASA? \_\_\_\_\_

Please describe your education (high school, college, etc.), training, and other volunteer experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What language(s) do you speak? \_\_\_\_\_

What does commitment mean to you?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



3. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_

I understand that CASA of Imperial County may personally contact the references listed above as well as other supervisors shown in this application in the review and processing of my application to become a CASA volunteer. I give my permission to make such contact, and agree to release CASA of Imperial County from any claims arising from such investigation.

By my initials before each item below, I also understand that:

\_\_\_\_\_ The information regarding all cases is confidential and may not be discussed outside the agency.

\_\_\_\_\_ Any breach in confidentiality will result in immediate termination from the program.

\_\_\_\_\_ After successfully completing my training and successfully completing the probationary period, I will be expected to serve a minimum of twelve (12) through fifteen (15) hours per month for at least eighteen months as a Court Appointed Special Advocate. If unforeseen circumstances prevent me from fulfilling this contract, I will give the Executive Director advance notice and submit a written resignation.

\_\_\_\_\_ I understand and agree that by submitting this application, I am authorizing CASA of Imperial County to make inquiries concerning my suitability as a volunteer, including a check for any past criminal record. I concur that the District Attorney may conduct this investigation. I also authorize inquiries into any and all previous or current involvement between me and/or my family members and Child Welfare Services, and hereby give my consent to release any and all information regarding this involvement. I understand that CASA of Imperial County will maintain these records in my file for up to five (5) years after my termination or resignation as a volunteer from the CASA program.

**The information requested in this application and such as may otherwise be obtained will be used only for the purpose of determining suitability as a volunteer. All information will be held in confidence.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

*Criteria used in the selection of volunteers will be such as to ensure that the individual is able to meet the responsibilities of a Court Appointed Special Advocate (CASA). No individual will be rejected because of race, color, religious creed, national origin, sex, age or marital status. Any applicant 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 would pose risks to children or the CASA program will be rejected.*

## **CASA OF IMPERIAL COUNTY**

### **TRANSPORTATION POLICY**

Transportation by volunteers in personal vehicles of children or other persons during the course of performing their duties and responsibilities is NOT mandatory. However, should you choose to transport CASA children, it is extremely important to consider their safety as well as your own safety and liability.

The following guidelines must be adhered to when transporting CASA children or their family members:

#### **DRIVERS:**

- 1) Only volunteers with valid state-issued driver's licenses are allowed to transport CASA children.
- 2) CASA volunteers transporting a CASA child shall not exceed the posted speed limit.
- 3) Every CASA volunteer must complete and sign annually "The Transportation Policy" in order to be authorized to transport a CASA child.
- 4) CASA volunteers transporting a CASA child shall first obtain permission from the agency having care, custody, and control of their CASA child for the transportation and inform CASA staff of the intent to transport their child in their vehicle.
- 5) CASA volunteers are responsible for the passengers in their vehicle. The driver should not begin to transport any person(s) until such person(s) have complied with the safety guidelines (1-5) detailed below for passengers:

#### **PASSENGERS:**

- 1) All adult passengers (over the age of 18) must wear seatbelts.
- 2) All children between the age of seven (7) and eighteen (18) must wear their own seatbelts and must not sit on adult's laps.
- 3) All children from birth through age six (6) are required to ride in the back seat in a properly secured child passenger safety restraint until they are at least 6 years old or weigh 60 pounds per California Law. Be sure that the child is securely fastened and the seat is securely fastened in the vehicle. Children who do not fit in the child safety seat must wear their own seat belts.
- 4) It is each volunteer's responsibility to safely transport CASA children and their family members. If you have more than one (1) child that requires a child safety seat, do not transport the additional child or children unless you can borrow or provide a child safety seat for each additional child.

**PROOF OF INSURANCE**

All CASA volunteers must maintain current proof of insurance for their vehicle and a copy of the insurance must be kept in the volunteer personnel files in the CASA office.

**REFUSAL OR TERMINATION FOR CAUSE**

- 1) Any CASA volunteer who receives two (2) or more moving traffic citations in a six (6) month period will be suspended from transporting CASA children for a minimum of six (6) months, or until their record is free of moving traffic citations for a period of six (6) consecutive months, whichever is greater. Any subsequent moving violations will result in a permanent prohibition from transportation of CASA children.
  
- 2) Any CASA volunteer who is charged with fault in two (2) or more vehicular accidents in a twelve (12) month period will be suspended from transporting CASA children for a minimum of twelve (12) months, or until their record is free of at-fault accidents for a period of twelve (12) consecutive months, whichever is greater. Any subsequent at-fault accidents will result in a permanent prohibition from transporting CASA children.
  
- 3) Volunteers who have been convicted of DWI or DUI (Driving While Intoxicated or Driving Under the Influence) within the last five (5) years shall not be permitted to serve as Court Appointed Special Advocates and may not transport a CASA child.

**ACKNOWLEDGEMENT AND AGREEMENT**

I understand that CASA of Imperial County will monitor my driving record through the California Department of Motor Vehicles Pull Notice Program which will in turn provide notice to CASA of any subsequent violations. By signing below I acknowledge receipt of a copy of this policy, and agree to abide by the guidelines set forth within it, as well as all laws pertaining to the operation of a vehicle as prescribed by the California Vehicle Code when I am on any business for or to do with the Court Appointed Special Advocates of Imperial County.

\_\_\_\_\_

CASA Volunteer Signature

\_\_\_\_\_

Date

\_\_\_\_\_

CASA Program Manager Signature

\_\_\_\_\_

Date

**COURT APPOINTED SPECIAL ADVOCATE  
PLEDGE OF CONFIDENTIALITY**

The California Penal, Welfare & Institutions codes emphasize the importance of keeping all records relating to juvenile matters, including court documents, confidential. As a volunteer or employee in the CASA of Imperial County office, you will have access to confidential information about the children and families we serve. It could involve prior arrest records and other pertinent facts and data. All of this information is confidential. **IT CANNOT BE SHARED WITH ANYONE.**

If you are a student and you are doing this as a class project, you can report what is happening, but you cannot give any information that would identify the child or any other people involved. This is important to remember, as it is a misdemeanor offense to give out any of this information.

***By signing below, I, \_\_\_\_\_, shall hold in confidence all pertinent information shared with me. I will not violate the confidential relationship between CASA of Imperial County and its volunteers, nor those with any related agencies, Courts or parties interviewed.***

***I hereby accept full responsibility for maintaining the confidential and private nature of all records and information. I understand that I am personally responsible and liable for any violation of this agreement.***

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CASA Program Signature

\_\_\_\_\_  
Date

## AUTHORITY TO RELEASE INFORMATION

I hereby authorize a representative of the Court Appointed Special Advocates, or CASA, of Imperial County to conduct an investigation on my background in conjunction with their official duties.

I hereby authorize the release of the State Summary Criminal History information maintained by the Department of Justice (Penal Code section 11105), records of all convictions involving any sex crimes (Penal Code section 11105.2), and any other criminal records concerning me, to CASA of Imperial County or its official representative.

I hereby authorize any law enforcement agency to conduct a criminal records check and to release the results of said criminal records check to CASA of Imperial County or its official representative.

I understand that the request for motor vehicle records is one part of the screening procedure and is conducted on all applicants.

I further authorize inquiries into any and all previous or current involvement between my family members, and/or the Department of Social Service Child Welfare Services, and me.

This release is executed by me with full knowledge and understanding that the information to be obtained about me is for official use of CASA of Imperial County.

I declare under penalty of perjury that:

- I have been known only by the following names: (Print or type all aliases, including maiden name and nicknames.)

1) \_\_\_\_\_

2) \_\_\_\_\_

- I have no prior criminal history \_\_\_\_\_ (initials);  
Or, that I have the following criminal history:

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

- I am a  Male  Female, and my Date of Birth is \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

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

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