



## CASA for Lancaster County

1141 H Street, Suite C  
Lincoln, NE 68508  
402 474.5161  
402 474.5188 (fax)

Dear Interested Volunteer,

Thank you for expressing an interest in becoming a Court Appointed Special Advocate. Please find enclosed an application and the requirements for becoming a volunteer and the responsibilities of a CASA volunteer. When you have completed the application, please mail it to the address above or email it to [hindblad@casa4lanaster.org](mailto:hindblad@casa4lanaster.org)

All of our CASA volunteers go through a screening process. Therefore, we want you to know that any information found may affect your acceptance into the CASA program. The initial screening process begins with the standard application form, which must be thoroughly completed. The next step is an informal interview. This interview will ask you questions about your experience working with children, your views on raising children, and will ask you some detailed questions about any physical or mental health conditions you may have that could affect your work with traumatized children. This is followed by a check of your personal references in addition to a criminal records check (federal, state, and local), a Child/Adult Abuse Registry check, and a DMV check. The interview will give us an opportunity to meet in person and answer any questions you may have about the program. We will continue the screening process throughout the training classes. All information that is received throughout the screening process will be kept completely confidential and only used for CASA program purposes.

Once we receive your application form, we will call you and set up an interview. Because we cover so much information in training, we can only allow our trainees to miss one training class. If you know you will need to miss more than one class, or if you miss more than one class, we will ask that you attend the next training session or request a make-up session with staff; we hold 5 training sessions per year.

We look forward to hearing from you and appreciate your interest in advocating for the abused and neglected children of Lancaster County. If you have any questions, please give us a call (402-474-5161).

Sincerely,

A handwritten signature in black ink, appearing to read "Hannah Lindblad".

Hannah Lindblad

Volunteer Coordinator, CASA for Lancaster County

**Member of the National CASA Association**

# CASA Volunteer Application

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Please Print

*CASA for Lancaster County provides equal volunteer opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, mental or physical disability, marital status, pregnancy, political affiliation, military status, or veteran status in accordance with applicable federal and state laws. In addition, CASA for Lancaster County agrees to provide a volunteer environment that is free of unlawful harassment of any kind, including that which is sexual, age-related or racial/ethnic when the volunteer environment is within CASA's control.*

### Instructions

There are four (4) pages to this application. Complete all questions on the application, sign it, and then send it to us.

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

Last Name	First Name	Middle Initial	Nickname
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Address/City/State/Zip:

Previous Address(es): (if less than 5 years at current address)

Home Phone:	Business Phone:
Cell:	Can you be contacted at work? (circle) yes no
Email:	

### Required for Security Screening

The CASA background check requires full disclosure of name changes, use of assumed names, nicknames, etc. If you have used names other than the name provided above, please explain below.

Explain Here:

Drivers License #	State of Driver's License:	Date of Birth	Place of Birth
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### Race And Ethnicity:

(Hispanic/Latino or Non-Hispanic/Latino) (circle one)

Gender:

In Case of Emergency Call:

Emergency Phone #:

Relationship to you:

# CASA Volunteer Application

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Please Print

Retired(circle one): Yes No

## Employer Information

If retired, list your last employer

Employer:

Work Address:

Description of Work:

Highest Level of Education Completed: (circle one)

High School/GED

Some College

Associates Degree

Bachelor's Degree

Master's or Professional Degree

Describe your educational background: (include colleges attended and degrees)

What languages do you speak other than English:

Hobbies/Special Interests:

Are you willing to complete a minimum of 30 hours of basic training and ongoing training and court appearances as indicated by the CASA program?

(circle one): Yes No

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

(circle one): Yes No

What do you feel are the personal strengths that you bring to CASA?

# CASA Volunteer Application

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Please Print

Have you ever been convicted of a felony? (circle one): No Yes (Failure to disclose could prevent you from volunteering)

If yes, please explain:

Have you ever been convicted of a misdemeanor offense, other than minor traffic offenses, within the past five (5-7) years?  
(circle one): No Yes

If yes, Please explain:

**Note:** 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's credibility is not accepted as a CASA volunteer.

What kind of cases are you interested in? Do you have a preference on the type of child you will be assigned?

Age? Sex? Ethnicity?

Where did you hear about CASA?

Please list below, three references (2 professional and/or volunteer contacts, and 1 personal). Local references are preferred. No relatives please. **Please include email address.**

1- Name:	Phone:	Relationship:
Address/City/State/Zip:		
E-mail Address:		
2- Name:	Phone:	Relationship:
Address/City/State/Zip:		
E-mail Address:		
3- Name:	Phone:	Relationship:
Address/City/State/Zip:		
E-mail Address:		

# CASA Volunteer Application

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## Release of Information

Please Print or Type

(Use the back if more space needed)

I understand that the as a condition of my desire to volunteer with the CASA program for Lancaster County, my name will be checked against local, state and national criminal databases and the Nebraska Department of Health and Human Services Adult/Child Protective Services Central Registers. A check of these registers is necessary to ensure that I meet standards. **I understand I will be given a separate form/process required by DHHS to fill out when I begin training.**

The purpose of this check will be to determine if my name is being maintained on either register as a result of previous abuse/neglect allegations which have been investigated and have not been determined to be unfounded. The purpose of the criminal background check will be to determine if I have a record of felonies or misdemeanors that could deter from my ability to act as a CASA volunteer. **I understand I will be given a separate form required by the background check company used by CASA for Lancaster County.**

To the best of my knowledge, I do not have a conviction or prior history of adult or child abuse/neglect or maltreatment Neither have I been convicted of a crime involving moral turpitude. I further understand that my name will also be checked against local, state, and national databases for criminal activity and sexual abuse offenses. I understand that I can be rejected as a volunteer if found to be 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's credibility.

I hereby authorize the release of information described above to:

**CASA for Lancaster County  
1141 H Street, Suite C, Lincoln, NE 68508**

Signature of Applicant:

Date Signed:

Printed or Typed Name of Applicant:

# CASA VOLUNTEER JOB DESCRIPTION

A CASA (Court Appointed Special Advocate) volunteer is a trained, community volunteer appointed by a Juvenile Court Judge to ensure that the needs and best interests of abused, neglected, truant, or ungovernable children are being met. CASA volunteers are assigned to dependent children who are under the Juvenile Court's jurisdiction and are assigned at the discretion of the Juvenile Court.

## ● Requirements for being a CASA Volunteer

- Make a commitment to serve as a CASA volunteer for a minimum of one year
- Be willing to donate 3 - 12 hours a month
- Be at least 21 years of age
- Have their own transportation
- Be literate and able to communicate clearly and have access to a computer
- Complete an application form and provide three acceptable references
- Complete the in-person screening interview (includes questions on applicant's background as well as any physical or mental health conditions – past or present – that may affect your ability to work with system-involved and/or traumatized children.)
- Complete a thorough background check
- Participate in an in-depth training program
- Be mature, respectful, honest, professional, and objective
- Respect the confidentiality of all parties
- Be committed to respecting cultural diversity

## ● Responsibilities of a CASA Volunteer

- To serve as an arm of the Juvenile Court as researcher, monitor, and child advocate
- Interview child, parents, foster parents, and any other concerned parties or relatives
- Review appropriate records and reports
- Work with attorney Guardian ad Litem representing the best interest of the child
- Confer with counselors, teachers, social workers, etc. involved with the case
- Submit thorough, independent, written reports to the Court with copies to all parties prior to court hearings
- Appear in court as needed to answer questions or testify on findings or recommendations.
- Maintain records of all findings and document all contacts.
- Visit institutions, foster homes or group homes where child is placed or may be placed.
- Maintain contact with program coordinator and submit all documentation.
- Remain involved in the case until the Court's jurisdiction is terminated.