



Court Appointed Special Advocate Program Volunteer Application CASA of Yellowstone County

Initial Instructions

Thank you for taking the time to complete our application. CASA of Yellowstone County requires that each volunteer is at least 21 years old, attend an information session, and complete this application before scheduling an interview. Volunteer placement is a selection process, and not all applicants are accepted into the program. Your completion of this application does not obligate CASA of Yellowstone County to accept you into the volunteer training program.

Once you have completed this application, you can:

1. Email an electronic copy to our Recruitment Coordinator:
volunteer@yellowstonecasa.org
2. Drop your paper application off at the CASA office:
1201 Grand Ave., Suite 5,
Billings, MT, 59102

3. Mail it to:

Recruitment Coordinator
CASA of Yellowstone County
PO Box 688
Billings, MT 59103.

Application for Volunteer CASA Program

Please Print or Type

Legal Name	Date of Birth		
Preferred Name	Gender	Ethnicity / Race	
Mailing Address	City	State	Zip
Street Address (If different from mailing address)	City	State	zip
E-mail Address	Home Phone	Cell Phone	
Emergency Contact Person	Relation	Cell Phone	



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Employment Information

Occupation Status

Full Time

Part Time

Retired

Student

Other

Name of Employer (if applicable)

Job Title

Education Information

Highest Year of School Completed

Field of Study

Languages You Speak Fluently

List current and previous volunteer or community activities

Name of agency or
activity

Brief description of duties and activities

Dates of service



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

- | | | |
|--|---|---|
| <input type="checkbox"/> Advertising/Marketing | <input type="checkbox"/> Drug or Alcohol Abuse Programs | <input type="checkbox"/> Medical Field |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Education | <input type="checkbox"/> News Media |
| <input type="checkbox"/> Child Development | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Other Agency Skill |
| <input type="checkbox"/> Child Welfare | <input type="checkbox"/> Foster Care | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Social Work |
| <input type="checkbox"/> Court System | <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Other: | | |
-

Please describe any ways you have worked with children.

Are you willing to commit 18 to 24 months to CASA? Yes No

How did you learn of the CASA program?

Personal History

Have you had any experience with child abuse or neglect in your immediate family or social circle? Yes No

If yes, how do you think those experiences would impact you as a Court Appointed Special Advocate?



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CASA cannot accept applicants who have been convicted of or have charges pending for a felony, crimes against children, sexual assault, kidnapping, or exploitation of an elderly or disabled person. CASA cannot accept applicants convicted in the last five (5) years for any violent misdemeanor, drug-related offense, or DUI. Applicants with other convictions will be considered on a case-by-case basis considering the time passed and other factors. CASA of Yellowstone County will not accept anyone who would pose a risk to children or the program's credibility.

Have you ever been convicted of a crime? Yes No

If yes, please complete the section below.

Charge	Date of disposition	Location of incident
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Charge	Date of disposition	Location of incident
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Please describe why you would like to be a Court Appointed Special Advocate:



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References

The CASA program will e-mail links to online reference surveys to those you list below.
(Please refrain from using immediate family members.)

1.

Name	Relation	Phone
E-mail		

2.

Name	Relation	Phone
E-mail		

3.

Name	Relation	Phone
E-mail		

4.

Name	Relation	Phone
E-mail		



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Additional Information / Expectations

Please initial each statement to indicate that you have read and understand it.

_____ I am over 21 years of age.

_____ I am not a current foster parent.

_____ I will notify CASA of Yellowstone County of any potential conflicts of interest.

_____ I understand and acknowledge that CASA of Yellowstone County is not obligated to accept me into the volunteer training program by submitting this application.

_____ I understand that I am expected to complete 8 weeks of pre-service training consisting of 3 hours of class time and 2 hours of prework each week before I am appointed to a case.

_____ Upon being appointed to a case, I will be expected to serve approximately 5 to 15 hours per month for at least 18 to 24 months.

_____ If I am accepted to the CASA program, I will participate in on-going supervision and continuing education, cooperating fully with staff, and adhering to organizational policies and procedures.

_____ I have a valid driver's license and have access to an insured vehicle.

_____ I have access to a personal computer and the internet.

_____ I understand and agree that CASA of Yellowstone County retains the right to refuse any individual the organization determines would not serve the best interests of children or the program.



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Affirmation and Release

I, the undersigned, hereby affirm that all the answers provided on my volunteer application are true.

I understand that the information requested in this application will be used only for the purpose of determining suitability as a CASA volunteer. If unforeseen circumstances prevent me from fulfilling this volunteer role, I will alert the CASA program with as much advance notice as possible.

I am aware of the sensitive and confidential nature of the official documents, reports, and other materials I will examine in my capacity as Court Appointed Special Advocate. I will maintain confidentiality at all times.

CASA of Yellowstone County provides equal employment opportunities to all applicants and employees based on qualifications and abilities without regard to race, color, creed, religion, sex, age, marital status, national origin, veteran status, disability, sexual orientation, or any other protected status. This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay, and all other details and conditions of employment.

Name (please print)

Date

Signature