

Standard Exception Documentation
Case Assignment

Standard: A volunteer will not be assigned more than two (2) sibling/family groupings at a time. An exception may be granted at the discretion of the CASA program staff; however, the decision to permit a higher caseload shall be documented as to the justification for and reasonableness of the exception. Under the exception, a volunteer will not be assigned to more than five (5) family/sibling groupings.

This form must be completed prior to appointing a new family/sibling group to a volunteer who is currently serving more than two (2) family/sibling groups. The decision to make additional appointments should be made in light of a variety of factors.

CASA/GAL Volunteer

Name: _____ Length of Service: _____
Current number of children the volunteer is serving _____ who are living in _____
locations. Number of children in the new appointment _____ who are living in _____
locations

Supervisor Considerations

Nature of the volunteer's current caseload:

- Most or all cases are in the monitoring phase and require minimal effort
- Require minimal travel
- Other factors _____

Nature of the new family/sibling group:

- Volunteer previously assigned to child or other family member(s)
- PPLA
- Volunteer's special needs match the child's skills
- Other factors _____

Volunteer

- The volunteer is requesting a new case and requires challenge
- The volunteer has demonstrated the ability to handle an additional family/sibling group
- The volunteer's employment, family, community and other commitments support the new appointment
- Other factors _____

Volunteer is adhering to following requirements:

- Submission of activity logs
- Completion of 12 hours of in-service training per year

Volunteer's Signature

Supervisor's Signature