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GUARDIAN AD LITEM ORDINANCE

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ORDINANCE
OF THE TRIBAL COUNCIL OF THE
CONFEDERATED SALISH AND KOOTENAI TRIBES'
OF THE FLATHEAD RESERVATION, MONTANA

BE IT ENACTED BY THE TRIBAL COUNCIL OF THE CONFEDERATED SALISH AND KOOTENAI TRIBES OF THE FLATHEAD RESERVATION that the following Ordinance shall be referred to as the "Guardian Ad Litem Ordinance:"

SECTION 1. AUTHORITY, PURPOSE, DEFINITIONS.

1.1. **Authority.** This Ordinance is adopted under the inherent sovereign powers of the Confederated Salish and Kootenai Tribes of the Flathead Nation as reserved and recognized in the Hellgate Treaty of 1855 (12 Stat. 975). The Confederated Salish and Kootenai Tribes are organized pursuant to Section 16 of the Indian Reorganization Act of 1934 (25 U.S.C. § 476). The duly elected representatives of this government, the Tribal Council,* adopts this ordinance pursuant to its authority under Article VI, Section 1, Subsections (a), (i), (1), (n), (t), and (u) of the Tribal Constitution, which was approved by the Secretary of the Interior on October 26, 1935.

1.2. **Statement of Purpose.** Recognizing that children are the Tribes' most important resource and that their welfare is of paramount importance to the Tribes, the purpose of this Ordinance is to establish a guardian ad litem program for all Indian Youths in Need of Care, or who are potentially in need of care, and who fall under the jurisdiction of the Tribal Court, as defined in Chapter VI (Tribal Children's Code), Section 1, Part 4 (jurisdiction) of the Law and Order Code. Further, the enactment of this Ordinance has the express purpose of furthering the Purpose stated in Chapter VI, Section 1, Part 2 of the Law and Order Code.

1.3. **Definitions.** This Ordinance expressly adopts the definitions at Chapter VI, Section 1, Part 6 of the Law and Order Code. In addition, the following terms are adopted. (Use last sentence only if some additional definitions are needed.)

SECTION 2. SELECTION AND SUPERVISION OF GUARDIANS AD LITEM.

2.1. **Selection.** Guardians Ad Litem operating under this Ordinance may be employees of the Tribes or volunteers. The employee or volunteer shall be approved as a Guardian Ad Litem based on the individual's demonstrated ability to effectively advocate for the care, guidance and support of any Youth in Need of Care. The selection process involves four steps:

- a. The applicant offers his or her services as a Guardian Ad Litem to Legal Services.
- b. Legal Services examines and investigates the applicant, verifying qualifications.
- c. If the applicant meets the established qualifications, Legal Services recommends the individual to the Tribal Court for certification.
- d. The Tribal Court, at its discretion, may certify the individual for the Guardian Ad Litem program.

2.1.1. Because of the special trust and responsibility to be vested in the Guardian Ad Litem, during the examination and investigation by Tribal Legal Services, a security background investigation shall be initiated. Tribal Legal Services shall analyze and evaluate the information obtained in the security background investigation, giving particular attention to any past activities involving children.

2.1.2. Tribal Legal Services has the sole discretion in determining whether or not to recommend an applicant to the Tribal Court for certification as a Guardians Ad Litem.

2.1.3. All information gained through the security background investigation of potential Guardians Ad Litem is confidential and will be safeguarded as confidential information. Information about certified Guardians Ad Litem will be destroyed as confidential information one year after termination of a Guardian Ad Litem's certification. Information regarding an applicant who is not certified will be destroyed following final determination of non-certification by the Tribal Court, whether the applicant is disqualified for lack of recommendation by Legal Services or disapproved by the Tribal Court.

2.2. **Supervision.** Tribal Legal Services shall:

- a. Train or insure the training of certified Guardians Ad Litem.
- b. Provide the day-to-day administrative supervision of the Guardian Ad Litem program.
- c. Monitor the Guardians Ad Litem's Youths in Need of Care cases.

SECTION 3. QUALIFICATIONS, CERTIFICATION AND TRAINING OF A GUARDIAN AD LITEM.

3.1. **Qualifications.** A Guardian Ad Litem may be an attorney, or a volunteer or Tribal employee appointed by the Tribal Court as a special advocate, and:

- a. An enrolled or enrollable member of the Confederated Salish and Kootenai Tribes,
- b. A person of Indian descent having significant contacts or identification with the Tribal community and who is a descendant of a parent who is or was an enrolled or enrollable member of the Tribes, or
- c. A person of Indian or non-Indian descent who is aware of and supports the concepts of protection of children and the value of identity of a child with his or her Tribal heritage.

3.1.1. The Tribes recognize that certain personal traits are valuable in a Guardian Ad Litem. Selection shall include an evaluation of personal traits by Tribal Legal Services, including (but not limited to or exclusively requiring) the traits of:

- a. Maturity
- b. Recognition that Tribal children are an invaluable resource that can not be wasted.
- c. The Guardian Ad Litem's ability to protect, preserve and strengthen the minor child's individual, cultural, and tribal identity.

Ideally and to the greatest extent possible, the Guardian Ad Litem for a Youth in Need of Care shall be a representative from the minor child's particular Tribe or, alternatively, an individual who is aware of the customs and traditions of the minor child's particular Tribe.

3.2. **Certification.** Upon recommendation of Tribal Legal Services, the Tribal Court may certify an individual having the qualification outlined above to a term as a Guardian Ad Litem. A term as a Guardian Ad Litem will be for one year-and, in the case of students certified as an element of a college or university course, may carry over beyond the end of the school term. It is the minimum expectation that, barring unforeseen circumstances the Guardian Ad Litem will see each case that they begin to completion.

Certification may be approved by the Tribal Court upon petition of the Guardian Ad Litem and an affirmative recommendation of the petition by Tribal Legal Services. There are no limits on the number of consecutive certifications that an otherwise qualified Guardian Ad Litem may serve.

3.3. **Re-Certification.** Re-certification by the Tribal Court is required annually, during the anniversary month of the-Guardian Ad Litem's previous appointment. Certifications are subject to review by the Tribal Court upon petition of review by Tribal Legal Services. Certification review by the Tribal Court based on a petition by Tribal Legal Services shall be by closed hearing, providing the Guardian Ad Litem being reviewed the opportunity for full due process, to include the right to present evidence and witnesses, and to cross examine any witnesses presented by Legal Services.

3.4. **Training.** Training of potential and certified Guardians Ad Litem will be determined by Tribal Legal Services. Training for the Guardians Ad Litem will be individualized, ongoing, and tailored to meet the needs of the specific Guardian Ad Litem and the situation in which the Guardian Ad Litem is involved. Tribal Legal Services will maintain a record of the training received by each Guardian Ad Litem. A portion of a Guardian Ad Litem's training may be a college or university course; in such cases, the course synopsis will be presented to Tribal Legal Services who will validate the course's validity to meet the needs of a Tribal Guardian Ad Litem.

SECTION 4. APPOINTMENT AND OATH.

4.1. **Appointment.** In every judicial proceeding that involves an Indian youth who has been declared or who may be declared a Youth in Need of Care, Tribal Legal Services will recommend a qualified Guardian Ad Litem to the Tribal Court. The Tribal Court shall appoint by court order that certified Guardian Ad Litem, or seek an alternate recommendation from Legal Services. The Order shall outline the duties and authority of the Guardian Ad Litem. The Guardian Ad Litem will serve at no expense to the Youth in Need of Care, or to the family of the Youth. The Tribal Court shall specifically inquire from the Guardian Ad Litem whether the Guardian will be able to see the case through to permanent resolution.

The Guardian Ad Litem shall be appointed to represent the Youth's best interests any time a hearing has been convened to determine whether or not there should be an involuntary termination of the parent-Youth legal relationship, or any modification of the parent-Youth-relationship. The Court-appointed Guardian Ad Litem shall continue to represent the Youth until the Youth is returned home or placed in an appropriate permanent custodial relationship.

If the respondent parent is also a minor, the Tribal Court shall also appoint a separate and distinct Guardian Ad Litem to serve the minor parent, so long as the minor parent is enrolled or enrollable member of the Confederated Salish and Kootenai Tribes, or a person having significant contacts or identification with the Tribal community and who is a descendant of a parent who is or was an enrolled or enrollable member of the Tribes.

Guardians Ad Litem hold a dual role, as an agent for the Youth in Need of Care and a party to the proceedings that effect the Youth in Need of Care. Guardians Ad Litem hold party status; this is to insure that the Guardian Ad Litem is notified by all parties of any and all actions that may involve the interests of that Guardian Ad Litem's Youth in Need of Care.

Since a Guardian Ad Litem is an agent of a party to the proceedings as well as an officer of the Court in matters relating to the Youth in Need of Care, a person who is already a party to the proceedings involving the Youth in Need of Care, or a potential party to the proceedings, may not be appointed a Guardian Ad Litem. Every parent, natural or adoptive, is considered to, be a party to the proceeding. A relative, other than parents, may be appointed as a Youth in Need of Care's Guardian Ad Litem, so long as the Tribal Court determines that there is no conflict of interest between the interests of the Youth in Need of Care and the relative to serve as the Youth's Guardian Ad Litem.

Once assigned, the Guardian Ad Litem is an officer of the Tribal Court.

Appointment of a Guardian Ad Litem does not preclude the Tribal Court from also appointing legal representation for a Youth in Need of Care.

4.2. **Oath.** Once appointed by the Tribal Court, the Guardian Ad Litem will execute an oath of office and confidentiality before the Tribal Court. Copies of the oath are available from Tribal Legal Services who will provide copies to the Tribal Court upon appointment of a Guardian Ad Litem.

SECTION 5. DUTIES, POWERS AND AUTHORITY OF THE GUARDIAN AD LITEM

5.1. **Duties.** The Guardian Ad Litem is charged with the representation of the Indian Youth in Need of Care's interests. The Guardian Ad Litem duties, in general, involve, first, obtaining a first-hand, clear understanding of the situation and needs of the Youth in the Need of Care and, second, making recommendations to the Tribal Court concerning the best interests of the Youth. The principal duty of the Guardian Ad Litem is to represent the interests of the Youth in Need of Care. It is presumed that a Youth fourteen years of age is generally capable of determining what is in his or her best interests. It is the duty of the Guardian Ad Litem to represent the Youth's wishes in such a case, unless there is an apparent and compelling need to act contrary to the wishes of the Youth over fourteen years of age. For a Youth in Need of Care who is less than fourteen years of age, the Guardian Ad Litem shall make a determination as to the best interests of the Youth, regardless of whether that determination reflects the wishes of the Youth in Need of Care. However, the Guardian Ad Litem must be aware that the wishes of the Youth in Need of Care are always relevant in the determination of the Youth's best interests and that those wishes should be weighed According to the competence and maturity of the Youth.

Specific duties include, but are not limited to:

5.1.1. Assisting the Tribal Police and Community Services, as necessary, in determining the facts that constitute alleged abuse, neglect or delinquency.

.5.1.21 Interviewing, observing, and assisting the Youth who is the subject of the proceedings, and maintaining frequent contact with the Youth and any legal representatives that the Youth may have.

5.1.3. Accessing and reviewing all Court, medical, psychological, law enforcement, Community Services, Legal Services, school, and the Youth's Tribal records as they pertain to the Youth, the Youth's siblings, and the Youths' parents or custodians.

5.1.4. Making written reports to the Tribal Court concerning the Youth's welfare, as directed by the Court, and filing the report not less than five days before each hearing.

5.1.5. Appearing and participating in all proceedings concerning the Youth to the extent necessary to adequately represent the interests of the Youth, and making recommendations to the Tribal Court concerning the Youth's welfare, until final resolution of the case.

5.1.6. Insuring the presence of the Youth in Need of Care at all hearing and proceeding if the Youth in Need of Care is 14 years of age or older (unless ordered otherwise by the Tribal Court). If the Youth in Need of Care is less than 14 years of age, the Youths presence is preferred, but not required (unless presence or non-presence is ordered by the Tribal Court).

5.1.7. Maintaining in the strictest of confidence all records pertaining to the Youth under guardianship, and disclosing no information in the records to anyone other than the persons authorized to have access to the Youth's records.

5.1.8. Determining the best interests of the Youth in Need of Care, and seeking mediated and cooperative solutions that are in the best interest of the Youth.

5.1.9. Monitoring compliance of parties with the orders of the Tribal Court and to report non-compliance to the Court.

5.1.10. Appealing, in the name of the minor child, any decision of the Tribal Court that the Guardian Ad Litem considers to be adverse to the best interest of the Youth in Need of Care to the Appellate Court.

5.1.11. Working to resolve the situation with the Youth in Need of Care as quickly as possible, based on the concept that the best interest of the minor child is a stable and secure family environment.

5.1.12. Performing other duties for the best interest of the Youth in Need of Care, as directed by Tribal Court order.

5.2. **Powers.** The Guardian Ad Litem may exercise, as necessary to advance the best interests of the Indian Youth in Need of Care, the following powers:

5.2.1. Investigate the allegations of the pleadings affecting the Youth in Need of Care and to interview, with the permission of the Tribal Court, the Youth, witnesses and other persons having information that pertains to the welfare of the child.

5.2.2. Inspect and copy, with the permission of the Tribal Court any and all Tribal records that relate to the Youth, including records that pertain to the Youth's parents or other custodial persons, or household members where the Youth resides or resided.

5.2.3. Petition the Tribal Court for an order, directing expert examinations of the Indian Youth in Need of Care, the Youth's parents or other custodial persons, or other interested Tribal members and parties, including examinations by medical doctors, dentists, psychologist, psychiatrists, and other health care providers.

5.2.4. Assist the Tribal Court in obtaining impartial medical and health examinations for the Youth, and-insuring the presence of the Youth at those examinations.

5.2.5. Make written and oral recommendations to the Tribal Court as they pertain to the Youth in Need of Care. A written recommendation shall be filed prior to final resolution of any case, such report including at a minimum the Youth's wishes and the Guardian Ad Litem's recommendations.

5.2.6. File a petition to be dismissed as Guardian Ad Litem if unable to fully represent the best interest of the Youth in Need of Care, or if a conflict of interest is discovered.

5.2.7. Take any other action deemed appropriate and necessary for the purpose of furthering the best interests of the minor child.

5.3. **Authority.** The Guardian Ad Litem operates under the authority of the Tribal Council to act in the best interests of the Youth in Need of Care.

SECTION 6. CONFIDENTIALITY.

All records and information acquired or reviewed by the Guardian Ad Litem are confidential and shall be disclosed only pursuant to the Law and Order Code, or by order of the Tribal Court.

All records and information acquired or reviewed by Tribal Legal Services about potential or actual Guardians Ad Litem are also confidential and shall be disclosed only pursuant to the Law and Order Code, or by order of the Tribal Court.

SECTION 7. TERMINATION OF GUARDIAN AD LITEM STATUS.

Guardian Ad Litem duties will end when the Indian Youth in Need of Care is returned home or placed in an appropriate permanent custodial relationship, The Tribal Court shall issue an order ending the guardianship, in conjunction with its order placing the Youth in any type of permanent custodial care.

SECTION 8. GENERAL PROVISIONS

8.1. **Repealer.** This Ordinance takes precedence over and supersedes any and all prior Tribal ordinances, resolutions, or actions relating to guardians ad litem on the Flathead Reservation. All prior or inconsistent Tribal ordinances, resolutions, or actions of the Tribes relating to guardians ad litem on the Flathead Reservation are hereby repealed and nullified;

8.2. **Severability Clause.** If any portion, section, paragraph, or word of this Ordinance is found by a court of competent jurisdiction to be unconstitutional or unlawful, the unconstitutional or unlawful portion, section, paragraph, or word shall be excised. The remaining portions, sections, paragraphs, and words will continue to be given effect if so possible in the absence of the excised portions, sections, paragraphs, or words.

8.3. **Effective Date.** This Ordinance shall take effect on xxxxxxxx 1, 199x.

RESOLUTION ESTABLISHING A CASA PROGRAM

**RESOLUTION No: _____
1999 TRIBAL COURT APPOINTED SPECIAL ADVOCATE
COMMITTEE BYLAWS (CASA)**

WHEREAS, the Sault Ste. Marie Tribe of Chippewa Indians is a federally recognized Indian Tribe organized under the Indian Reorganization Act of 1934, as amended; and

WHEREAS, the Sault Ste. Marie Tribe of Chippewa Indians has jurisdiction over its members regarding child abuse and neglect; and

WHEREAS, the Board of Directors has authorized a Tribal Court Appointed Special Advocate (CASA) Program pursuant to Chapter 30 of the Tribal Law and Order Code; and

WHEREAS, the Sault Ste. Marie Tribal Court received a New Development Grant in FY 1999, in the amount of \$40,000 for the purpose of development of a Tribal CASA Program; and

WHEREAS, pursuant to Chapter 30, the Tribal CASA Program is required to establish a Tribal CASA Committee for the purpose of creating and implementing policies and procedures for the Tribal CASA Program.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes the establishment of a Tribal CASA Committee for the purpose of establishing and implementing Tribal CASA policies and procedures as necessary for the development of a Tribal CASA Program.

BE IT FURTHER RESOLVED, that the Board of Directors hereby accept and approve the attached Bylaws of the Tribal CASA Committee.

CERTIFICATION

We, the undersigned, as Chairman and Secretary of the Sault Ste. Marie Tribe of Chippewa Indians, hereby certify that the Board of Directors is composed of 13 members, of whom ___ members constituting a quorum were present at a meeting thereof duly called, noticed, convened, and held on the ___ day of _____, 1999; that the foregoing resolution was duly adopted at said meeting by an affirmative vote of ___ for, and ___ against, and ___ abstaining; and that said resolution has not been rescinded or amended in any way.

Bernard Bouschor, Tribal Chairman
Cathy Abramson, Secretary
Sault Ste. Marie Tribe of Chippewa Indians

POLICIES & PROCEDURES

CHEROKEE COUNTY/CHEROKEE NATION CASA

GENERAL POLICIES

Revised September 29, 1999

Deprived a Priority

The CASA program will advocate for the best interests of children who come into the court system primarily as a result of abuse and neglect. The children who are adjudicated "Deprived" by the court are the children who will receive priority. These children will be assigned a CASA volunteer as soon as possible.

Conflict of Interest

The CASA program shall not employ, enter into contract with, nor accept as a volunteer any individual or entity who has a conflict with the best interest of a client. In addition, Oklahoma Statute Title 10-7003-3.7-3 states: 'A guardian ad litem shall not be a district attorney, an employee of the office of the district attorney, the child's attorney, an employee of the court, an employee of the juvenile bureau, or an employee of any public agency having duties or responsibilities towards the child.'

Any individual applying to become a CASA volunteer may not serve if they are employed at the time of application by any of the above named agencies. If an individual becomes employed by one of the above named agencies following appointment as a CASA volunteer, they may continue to serve on any cases to which they are already appointed until resolution of the case, however, the individual will not be assigned to any subsequent cases.

An exception to this ruling may be made if the individual works for a "public agency having duties or responsibilities towards the child" as long as no children in their case are receiving services from that agency. For example, an individual who works for a mental health agency may serve as a CASA volunteer, but cannot be assigned to cases where any parties to the case are served by that particular mental health agency.

Screening Procedure

All potential staff and volunteers will be screened for acceptance and assignment to the CASA program through an application and initial interview process prior to commencement of basic training. The application and interview will be conducted face to face and not over the phone.

The volunteer will fill out a complete application form and submit names for three (3) references. There will be a background check by law enforcement. The proper information and proper permission must be obtained for this check to be done.

The volunteer coordinator/ executive director and designee will be responsible for conducting the screening interview.

Pre-emption of Service Due To Felony Record

The Cherokee County/Cherokee Nation CASA program will not accept into the program any applicants as CASA volunteers, board members or staff positions if they have been convicted of, or have charges pending for, a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risk to children or to the CASA program's credibility.

Access to Legal Counsel

Cherokee County/Cherokee Nation CASA will maintain access to legal counsel for staff and volunteers.

Transition Plan to Maintain Stability when the Executive Director Leaves the Program

In the event the Executive Director leaves the program unexpectedly, the executive committee of Cherokee County/Cherokee Nation CASA, Inc. shall have the responsibility of managing the program and overseeing its operation. The Executive Committee will recommend the appointment of an acting interim Executive Director.

The President shall call a special meeting of the Board of Directors as soon as possible to approve the appointment of an acting Executive Director.

Written evaluation of Program Performance

Cherokee County/Cherokee Nation CASA, Inc. shall, every two years, perform a written evaluation of the program's performance. Questionnaires provided by the National CASA Association will be used.

The results of the evaluation will be made available to the Board of Directors, staff and volunteers of the CASA program.

Diversity Statement

Cherokee County/Cherokee Nation CASA, Inc. shall be an inclusive organization whose volunteers, staff and Board members reflect the diversity of the children it serves, and its community in terms of gender, ethnicity, cultural and socioeconomic backgrounds, physical abilities, etc.

Statement on Hiring the Executive Director

The Cherokee County/Cherokee Nation CASA Bylaws, Article IV Section 1. state that the Board of Directors shall have the authority to create and fill the position of Executive Director and to establish the qualifications, description of duties, and general scope of authority relating to said position.

The General Policies & Procedures state that the executive committee of the Board of Directors shall have the responsibility of managing the program, overseeing its operation, and recommending the appointment of an acting Interim Director.

The Board of Directors may appoint a qualified CASA staff member, Board member, volunteer or community member as Interim Director. The goal of this transition is to maintain the stability of the program especially in the areas of training and supervising CASA volunteers assigned to cases.

The Board may recruit candidates through word of mouth to Board and Advisory Board members, minority and other publications, professional organizations and other local agencies with similar goals. They may make contact with individuals that would like to apply for the position even if they are already employed. If possible, keep the position open for awhile to allow the word to get around. All efforts should be made to recruit qualified applicants of diverse backgrounds including gender, ethnicity, cultural and socioeconomic status. The position will be posted for thirty (30) days.

The Executive Director is best described as a manager. This position usually requires a background in child welfare, public administration, counseling, human services, juvenile justice, and/or law. A Bachelor degree or equivalent combination of education and

experience is required. It is also important that this person has an understanding of community organization and volunteer program management.

**ADDENDUM
to the Bylaws of Red Cliff CASA Program**

BOARD JOB DESCRIPTIONS, RESPONSIBILITIES & DUTIES

1. JOB DESCRIPTIONS

Chairman

The Chairman is the chief executive officer of the organization. As such, he/she should believe in the value of the CASA program; consider CASA to be his/her major community concern during his/her term of office; keep informed regarding issues pertaining to children and youth; give leadership, guidance and encouragement to the board and staff, and promote the CASA program within the community at large whenever possible.

Duties

1. Keeps well informed on matters pertaining to the program through communications with national headquarters, state-wide CASA, and staff, and shares that knowledge with the board.
2. Meets frequently (suggested two times a month) with the Program Coordinator to facilitate the efficient internal operations of the program.
3. Acts as a liaison between staff and board and membership, and maintains contact with all committees between meetings.
4. Prepares agendas (with the help of the Program Coordinator) for and presides at:
 - a. Regularly scheduled meetings.
 - b. Any specially called meetings.
 - c. Executive committee meetings.
 - d. Annual meeting.
5. Appoints the standing committees of the board and makes other board appointments as needed, in consultation with the board and the Program Coordinator.
6. Serves as an ex-officio member of all committees except the nominating committee.
7. Works closely with the Treasurer to ensure that the organization operates on a sound fiscal basis.
8. Sees that all contracts and legal documents are reviewed by the organization's legal counsel. Signs, with the appropriate officer or the Program Coordinator, all contracts and obligations authorized by the board.
9. Sees that policy decisions are made after the review of all available information.

10. Works with the Board and the Program Coordinator in the preparation of the Annual Report which is to be published and distributed to the membership.

11. Officially represents CASA at any conference or public function when appropriate.

Vice Chairman

The Vice Chairman should have the qualities, conviction and knowledge described as desirable in the Chairman, since he/she assists the Chairman in carrying out his/her duties.

Duties

1. Assists the Chairman in the responsibility for leadership of the program.
2. Presides over the Board in the absence of the Chairman.
3. Updates the board manual including the scheduling of all meetings for the year.
4. Conducts board orientation to assure that all board members understand their role and responsibility.
5. Schedules on-going board training in consultation with the Chairman and the Program Coordinator.
6. May be assigned by the Chairman to act on his/her behalf and to undertake special assignments where needed and as appropriate.
7. Plans and coordinates all arrangements for the annual meeting in May.

Secretary

The Secretary is the custodian of the program records. The following list of duties may be all or partially done by the Secretary depending upon the availability of paid staff to assist.

Duties

1. The Secretary shall record, keep and compile the minutes of all meetings of officers, directors and members with the time and place of holding, whether regular or special, and if special how authorized, the notice given, the names of those present or represented at meetings and the proceedings.
2. The Secretary shall receive a copy of the Board Agenda from the Chairman 10 days before board meetings. The Secretary shall also have prepared the typed minutes 10 days before board meetings. The Secretary shall mail the Board agenda and board minutes so that they can reach board members 7 days before the scheduled meeting.

3. The Secretary shall attend all meetings of officers, directors and members, and during those meetings verify a quorum when voting takes place, read or circulate correspondence when necessary, keep the Chairman informed of unfinished business held over from one meeting to the next, and have the minute book, bylaws and Robert's Rules of Order available for reference.
4. Co-signs contracts and legal documents as required by the Board.

Treasurer

The Treasurer is the custodian of the funds of the program. The following list of duties may be all or partially done by the Treasurer depending on the availability of paid staff to assist.

Duties

1. Keeps complete and accurate accounting records.
2. Informs the Board upon request of financial status of the organization at all regular Board meetings and any special meetings.
3. Prepares monthly financial reports and disseminates to Board at monthly meetings.
4. Works with the Program Coordinator to prepare budget for next fiscal year (calendar year), in time for discussion at the October Board meeting and for voting at the November Board meeting.
5. Assists where necessary with the annual audit.
6. Responsible for coordinating the receipt and deposit of all program funds.
7. Authorizes timely payment of all bills.
8. Works with the Program Coordinator ensuring all monies are handled in a sound manner.
9. Holds check signing responsibilities. Co-signs contracts and legal documents as required by the Board.
10. Advises Board of the financial implications of actions being considered.

At-Large Members

1. Attend Board Meetings
2. Be a member of at least one working committee of the Board.
3. Attend all special meetings called by the Board of Directors.

II. RESPONSIBILITIES

To The Red Cliff Tribal Court and Circuit Court of Bayfield County

The Board shall work in cooperation with the Red Cliff Tribal Court and the Circuit Court of Bayfield County having juvenile docket and domestic relations docket responsibility to recruit, train, supervise and place volunteers to be advocates for children and to monitor the evaluation and referral process in the child's behalf

To The Red Cliff Indian Child Welfare and Department Of Human Services

The Board shall work in cooperation with the Red Cliff Indian Child Welfare and the Bayfield County Department of Human Services to recruit, train and supervise volunteers to be advocates for the children who are involved in the juvenile docket of the Red Cliff Tribal Court and the Circuit Court of Bayfield County.

To The Ashland/Bayfield County Bar Association

The Board shall work in cooperation with the Ashland/Bayfield County Bar Association to recruit, train, supervise and place volunteers to be advocates for children who are involved in domestic relations matters.

III. POLICIES

Disbursement Of Funds

All drafts shall be signed by two individuals as designated by the Board from year to year. All drafts shall be accompanied by vouchers, which shall be held for exhibit on audit.

Annual Review

An annual review shall be conducted by a Certified Public Accountant, and the review report shall be available to the Board of Directors, the membership and interested persons on request.

Press Release

FROM: Local CASA program name
Local CASA program address

CONTACT: Contact name, often the local program director
Contact telephone number
Contact FAX number
Contact e-mail address

FOR IMMEDIATE RELEASE

APRIL CHILD ABUSE PREVENTION MONTH OPENS WITH A SYMBOL OF HOPE

April is National Child Abuse Prevention Month. On April 6, 2000, the program name will hold a vigil as part of a national movement to light a symbol of hope for the abused and neglected children who are currently under the jurisdiction of the county dependency court. The vigil will be held at designate location and will begin at designate time.

During the vigil, attendees will describe event activities. The vigil will also feature appearances list name of confirmed speakers, celebrities, etc. At the vigil's end, a special candle will be lit as a symbol of hope for the county's abused and neglected children who are currently in the court system. This candle will remain lit within the courthouse lobby throughout the month of April. Quote from local program director.

Every year in program location, the lives of more than estimate of children in local program abused and neglected children are placed in limbo as they wait for the courts to determine their fate. CASA/GAL volunteers are appointed by judges to thoroughly research the specifics of each child's case, and to advocate in court for the child's best interests. They give their time to assure these children can reach safe, lasting homes where they can thrive. National evaluations of CASA/GAL programs indicate cases are resolved faster when children have a CASA/GAL volunteer. In turn, children spend less time, at reduced cost, in foster care.

The program name is a member of the National Court Appointed Special Advocate Association, more than 840 programs in 49 states that advocate for abused and neglected children. "Everyday, our volunteers work to bring hope into the lives of children. That is why we are lighting candles in courthouses across the country to remind all of us there is always hope for a child," Michael Piraino, National CASA Association.

To learn more about the Light of Hope vigil, and how you can help abused and neglected children, call local program name and phone number.

SAMPLE PROGRAM POSTER



SAMPLE PROGRAM BROCHURE



LETTER OF AGREEMENT BETWEEN COURT AND PROGRAM

**The Grand Traverse Band of
Ottawa and Chippewa Indians
CASA (Court Appointed Special Advocate) Program**

2605 N.W. Bayshore Drive - Suttons Bay, Michigan 49682 - 616-271-3538

Letter of Agreement Between
The Grand Traverse Band Tribal Court and
The Court Appointed Special Advocate (CASA) Program

The Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court agrees to cooperate with the CASA Program of the Grand Traverse Band in the Administration and operation of the Court Appointed Special Advocate Project. Under the terms of this agreement, the CASA Project of the Grand Traverse Band will:

- recruit volunteers for the project;
- train these volunteers in the social casework and legal skills needed to adequately fulfill their role as a CASA;
- provide CASA's with professional supervision and consultation;
- provide CASA's with information of available community services and resources;
- appoint CASA's to cases referred to it by the Court;
- assist volunteers in preparing and distributing CASA reports;
- endeavor to cooperate with all court staff and officers of the Court: and -ensure the adequate performance of all CASA's assigned to cases.

All volunteers and professionals involved in this project will be bound by the rules of confidentiality.

The Grand Traverse Band Tribal Court will cooperate with the CASA Program of the Grand Traverse Band by:

- directing the appointment of volunteers to specific cases;

- participating in the training of volunteers; and
- encouraging and facilitating the cooperation of court staff and officers of the Court with CASA volunteers and professional staff.

Program professional staff will be responsible for the dismissal or reassignment of a CASA volunteer. The Court shall be responsible for the termination of program involvement on a case.

Honorable Michael Petoskey
Chief Judge GTB Tribal Court

JoAnne Miller
Project Director GTB CASA Program

WORKING AGREEMENT WITH AN UMBRELLA ORGANIZATION

Working Agreement between Okmulgee County Family Resource Center, Inc. and Okmulgee County/Creek Nation CASA, Inc.

The Okmulgee County Family Resource Center, Inc. agrees to cooperate and finance the administration and operation of the Okmulgee County/Creek Nation CASA Project.

Whereas, Okmulgee County Family Resource Center coordinates services for victims of child abuse, domestic violence/sexual assault and related dysfunctional behavior, and;

Whereas, the general purpose of the Okmulgee County/Creek Nation CASA Project is to advocate for the best interests of children who come into the court system primarily as a result of abuse and neglect;

It is therefore agreed that Okmulgee County Family Resource Center and Okmulgee County/Creek Nation CASA will mutually abide by State and Federal confidentiality statutes; and that

Okmulgee County Family Resource Center will be financially responsible for the operation of the Okmulgee County/Creek Nation CASA Project, and the governing authority of the Okmulgee County/Creek Nation CASA Project, will be vested in the Corporate Board of Directors of the Okmulgee County Family Resource Center, Inc.

Chairman, Okmulgee County
Family Resource Center
Corporate Board of Directors

Executive Director
Okmulgee County/Creek Nation CASA

MEMORANDUM OF UNDERSTANDING

THE MISSION of the Red Cliff CASA Program is to advocate for the best interest of abused and neglected children within the court system. Based upon the belief that every child is entitled to a safe and permanent home, CASA works in the court system through trained volunteers in collaboration with key agencies, legal counsel and community resources to serve as the child's advocate and represent the child's best interest in court.

Achieving the goal of this program requires the development of good working relationships among the Red Cliff Tribal Court and the Red Cliff Indian Child Welfare Department. This Memorandum of Understanding identifies and clarifies those relationships.

SECTION I. CASES TO BE REFERRED TO CASA PROGRAM

IT IS AGREED that the following Categories of dependency and neglect cases under the jurisdiction of the Red Cliff Tribal Court are most appropriate for referral to the CASA Program:

- A. Children under age eighteen who are at risk of emotional, physical and/or sexual harm.
- B. Children under age eighteen who are victims of neglect and/or suffer from failure to thrive.
- C. Children under age eighteen who initially will be returned to the home where there is risk of continuing harm.
- D. Children under age eighteen who initially will be assigned to out of home placements.

SECTION II. ROLE AND RESPONSIBILITY OF CASA VOLUNTEER

IT IS AGREED that the role and responsibility of the CASA volunteer are as follows:

- A. **ROLE:** A CASA volunteer is appointed as an Officer of the Court in Red Cliff Tribal Court to provide the Court with independent and objective information regarding the status of children involved in dependency and neglect cases. Duties of the CASA volunteer complement but do not duplicate the duties of other responsible persons involved in dependency and neglect cases. Primarily, other responsible persons include the Court, the Indian Child Welfare Worker, the Guardian Ad Litem, the Presenting Officer and the Attorneys for respondent parents. Upon appointment, the CASA independently gathers and assesses information, develops recommendations and submits written and verbal reports which will be considered by the Court to aid in its decisions and to protect the best interests of the child.
- B. **RESPONSIBILITY:** The mandate of the CASA volunteer is to assist the Court in assuring that the best interests of the child are served in relation to his or her right to a safe and permanent living environment. The CASA volunteer, in consultation with Program Staff, is responsible for reporting any information regarding the continuing safety of the child, but is not responsible for providing direct services to assure the continuing safety of the child. The

CASA volunteer reports to and is directly supervised by the CASA Program Coordinator. The CASA Program Coordinator is responsible for the CASA volunteer's performance and is responsible for facilitating effective interactions among the CASA, the Court and the Red Cliff Indian Child Welfare Department.

SECTION III. IMPLEMENTATION OF VOLUNTEER ACTIVITIES

- A. **TRAINING AND SUPERVISION:** The CASA Program Director, through the Red Cliff CASA Program, will be responsible for conducting initial and on-going inservice training for CASA volunteers and will certify those volunteers completing the training program as being ready to begin service. The CASA Program Coordinator will be responsible for all volunteer management duties, i.e., recruitment, screening, training, assignment and supervision of CASA volunteers.
- B. **APPOINTMENT:** When CASA volunteers have been trained and certified as ready for service, the Court will conduct swearing in ceremonies, appointing the CASA volunteers as Officers of the Court. This appointment will remain in effect until such time as the CASA volunteer's service is terminated.
- C. **ASSIGNMENT:** The Court will identify cases for which the assignment of a CASA volunteer is requested. Cases will be identified for referral at the earliest possible stage, at the conclusion of the initial hearing when temporary custody of a child is determined, or at such other time as the Court deems appropriate. The CASA Program and the Red Cliff Indian Child Welfare Department will be notified of cases identified for referral.

Contingent upon availability of a volunteer appropriate for the case, the CASA Program will assign a CASA volunteer and will notify the Court and the Red Cliff Indian Child Welfare Department of the assignment. The court will issue an order confirming the assignment of the CASA volunteer. This order will include a reaffirmation of the confidentiality oath and will also include a specific order allowing the CASA volunteer full access to any and all information and material relevant to the child's case.

The time at which the CASA volunteer begins to actively perform service on the case will be determined on a case by case basis, by the CASA Program in consultation with the Court. Upon each new assignment, the CASA volunteer will reaffirm his or her commitment to be bound by confidentiality standards and ethics throughout the assignment. The CASA volunteer will continue in active service on the case until the CASA Program management, in consultation with the Court, determines that the assignment should be ended.

- D. **INFORMATION GATHERING:** Once the CASA volunteer has been assigned, the CASA Program Coordinator will make arrangements for the CASA Program Coordinator and the CASA volunteer to review the Legal Jacket of the case.

The Program Coordinator will correspond with the Indian Child Welfare Worker assigned to the case, introducing the CASA volunteer, providing information about the role and function of the CASA volunteer and suggesting alternative dates and times when the Child Welfare

Worker could schedule an initial case consultation

The Indian Child Welfare Worker will schedule the initial case consultation to review the background of the case, to identify informational sources already contacted and to identify key issues.

After the initial case consultation, the Program Coordinator and the CASA volunteer will develop a Work Plan for gathering information for the Court. This Work Plan may include:

- I. **Interviews:** Relevant and appropriate persons include school personnel, community social workers, medical and psychological care providers, parents, immediate family members, other relatives, foster parents and others, depending on the facts of the case. The CASA volunteer should make arrangements to visit the child, and can be assisted in making these arrangements by the CASA Program Coordinator.
- II. **ICW Staffing:** The CASA volunteer should be notified and may participate in regular staffing convened for informational purposes and conducted by the Indian Child Welfare Worker assigned to the case. The CASA volunteer should be notified and may also participate in any special staffing convened by the Indian Child Welfare Worker when the child's treatment plan is affected.
- III. **Access to Information:** The CASA volunteer will have access to information relevant to the child's case through the Court Order of appointment. The CASA volunteer and Program Coordinator have access to the Indian Child Welfare Worker's case file at the time of the initial case consultation. If further review is requested at a later time, the CASA Program Coordinator will make arrangements with the Department to review the file at a mutually convenient time. Any documents or reports distributed to the parties in the case shall be distributed to the CASA volunteer at the same time.
- IV. **Contact with Supervisor:** The Work Plan will specify what contact is expected between the volunteer and his or her supervisor, the Program Coordinator. Generally, this contact will be at least one time per week in the early stages of a case. Volunteers never before assigned to a CASA case will be expected to maintain weekly contact until the Work Plan is revised to provide otherwise.
- E. **REPORTING:** The CASA volunteer will provide the Court with both written and oral reports, as required.
 1. **Written Reports:** The CASA volunteer will prepare written reports under the supervision of the Program Coordinator in a format and manner prescribed by the Court. Written reports are to be submitted to the Court in accordance with Court policy prior to any hearing, including dispositional hearings, review hearings, permanency planning hearings or any other hearing subsequent to CASA appointment for which the Court requests a written report. Copies of the written report are to be sent to the Indian Child Welfare Worker, the Guardian Ad Litem, the Presenting Officer and the

Attorney(s) for respondent parents and all parties of record. In addition to reports prepared for court hearings, written reports may be submitted whenever it is determined by the CASA volunteer and the CASA Program Coordinator that information discovered by the volunteer significantly impacts the welfare and safety of the child, and/or the continued implementation of the treatment plan.

- II. **Verbal Reports:** The CASA volunteer will be requested to provide verbal reports during Court proceedings, at any hearing subsequent to appointment. The volunteer may be subpoenaed to testify by any of the parties and may be cross examined during such testimony. Written reports submitted by the volunteer are also subject to cross examination.

SECTION IV. WORKING RELATIONSHIPS

- A. The CASA Program Coordinator will supervise the CASA volunteer and facilitate the interaction of the CASA volunteer with the Indian Child Welfare Department and the Court.
- B. The CASA volunteer will maintain an activity log with the CASA Program Coordinator and will seek guidance and assistance from the Program Coordinator in performance of CASA duties.
- C. The Court and the Indian Child Welfare Department will remain accessible to the CASA Program Coordinator on an as-needed basis to facilitate the smooth and effective operations of the CASA Program.
- D. The CASA Program Coordinator may accompany the CASA volunteer during Court proceedings and Child Welfare staffing, and will substitute for the volunteer if the volunteer is unable to attend these activities.
- E. The CASA Program, the Indian Child Welfare Department and the Court will maintain open, constructive and effective communication regarding the CASA volunteer's performance.
- F. The CASA Program, the Indian Child Welfare Department and the Court will maintain open lines of communication with one another and within their own organizations to support the effective management and operations of the CASA Program and, to the fullest extent possible, will coordinate and cooperate in all matters pertaining to the implementation and operation of the Program.

SECTION V. ACCEPTANCE

This Memorandum of Understanding has been reviewed and accepted by the management of the entities indicated below.

RED CLIFF TRIBAL COURT:

Honorable Jean Buffalo-Reyes, Chief Judge Date

RED CLIFF INDIAN CHILD WELFARE DEPARTMENT:

Steve Boulley, Indian Child Welfare Supervisor Date

RED CLIFF CASA PROGRAM:

Stephanie Defoe, Program Coordinator Date

CHEROKEE COUNTY/CHEROKEE NATION CASA, INC.

EXECUTIVE DIRECTOR JOB DESCRIPTION

QUALIFICATIONS

1. Minimum of a Bachelor's Degree in one of the following or related fields: Social Work, Psychology, Education or a degree in Law
2. Minimum of three years administrative/ management experience
3. Experience in the following areas given preference: public speaking, writing skills, grant writing, fundraising, public relations, volunteer management, child abuse and neglect

SUPERVISION

The Executive Director of Cherokee County/Cherokee Nation CASA Inc. is responsible to the Board of Directors of Cherokee County/Cherokee Nation CASA, Inc.

DUTIES

- A. Directs the activities of the CASA program
 1. Program accountability, certification and contracts
 - a. Sets annual goals in consultation with the Board
 - b. Monitors progress toward meeting annual goals and keeps the Board informed
 - c. Prepares end-of-year report documenting program statistics
 - d. Develops program evaluation in consultation with the Board, which gives information regarding effectiveness of program
 - e. Assures that the CASA program adheres to any requirements set forth through contractual agreements with granting agencies
 2. Personnel
 - a. Works in consultation with the Board to maintain current appropriate Personnel Policies and Job descriptions
 - b. Administers the Personnel Policies in consultation with the Board
 - c. Maintains appropriate number of employees as authorized by the Board with responsibility for hiring employees as directed by the Personnel Policies
 - d. Supervises all employees
 - e. Conducts performance evaluations as directed by the Personnel Policies
 - f. Maintains personnel records as directed by the Personnel Policies
 - g. Verifies payroll records
 - h. Conducts bimonthly staff meetings
 - i. Reports staff concerns to the Board
 3. Volunteer management
 - a. Coordinates all volunteer recruitment activities with the Volunteer Coordinator

- b. Assures screening procedures are completed on each active volunteer
 - c. Keeps training manuals updated in consultation with the Volunteer Coordinator
 - d. Monitors all training classes and in-service training
 - e. Oversees all volunteer matches and rescissions
 - f. Stays available for staff/volunteer consultation on cases as needed and when requested
 - g. Moderates staffings, between professionals and volunteers regarding case-related concerns
- B. Coordinates all administrative duties as directed by the Board of Directors
1. Fiscal management
 - a. Assists with budget development in consultation with the Board
 - b. Assists the Board with budget reviews and revisions
 - c. Monitors monthly program costs and keeps expenditures within the approved budget
 - d. Works with the Board in processing and paying the monthly bills
 2. Fundraising
 - a. Is responsible for writing grants when appropriate and as directed by the Board
 - b. Assists with all fundraising activities, projects and special events as directed the Board
 - c. Is an ex-officio member of the Fundraising Committee and attends all committee meetings
 3. Public relations
 - a. Works with the Public Relations Committee of the Board as an ex-officio member and attends all committee meetings
 - b. Helps to set annual PR goals and assists in meeting those goals.
 - c. Assures that adequate and current program literature is available for distribution.
 - d. Monitors the utilization of all available television and radio public service time
 - e. Gives presentations within the community regarding the CASA program
 - f. Explains and promotes CASA to professional and community organizations
 - g. Assists in the publication of the CASA newsletter
 4. Meetings, affiliations and organizations
 - a. Is a non-voting, ex-officio member of the Board of Directors
 - b. Attends all Board meetings, Executive Committee meetings and monthly meetings with the President of the Board
 - c. Assures program membership with the Oklahoma CASA Association, Inc., attends all state meetings and maintains active

- involvement where appropriate
- d. Assures program membership with the National CASA Association, Inc., attends regional and national conferences when possible, and maintains active involvement where appropriate
- e. Affiliates with other local and state organizations where appropriate and as directed by the Board

EMPLOYEE CLASSIFICATION: Part-time, exempt

CASA PROJECT

Court Appointed Special Advocate

CASA JOB DESCRIPTION

A CASA is a volunteer (advocate) appointed by the Juvenile Division of District Court to ensure that the needs of a child who may have been neglected or abused are met. In order to do this, the CASA must investigate the facts of the case, recommend a course of action to the court, explain the court's finding to the child, facilitate the resolution of the presenting problems, and monitor progress toward established goals.

L Qualifications of a CASA

- A. Interest in children, their rights, and special needs.
- B. Time to devote to training sessions, investigation and follow-up of a case assigned (usually a one-year commitment averaging four hours a week).
- C. Ability to work with a child, family members, and professionals using tact, concern and basic human relations skills.
- D. Ability to communicate verbally and in writing-making verbal and written reports to the Court, to the Project staff and to other persons as needed.
- E. Minimum age requirement is 21 years old.
- F. Ability to pass both a police record check including OSBI Check plus a child welfare check.
- G. Have at least three favorable references from sources other than relatives.

II. Requirements of a CASA

- A. Attend basic training sessions, approximately 20 hours in length.
- B. Maintain strict confidentiality.
- C. Attend in-service training sessions on an ongoing basis, three to five per year.
- D. After basic training, serve at least one year.
- E. Keep the Project staff informed of all activities and confer with them

periodically.

- F. Maintain up-to-date and complete files on each case assigned.
- G. Amend regular CASA group meetings to share ideas and concerns with other CASAs.
- H. Be aware of deadlines and timetables involving an assigned case, and turn in all reports on time.
- I. Complete any information requested by staff which may be needed for overall Project evaluation.

III. Specific Duties of a CASA

- A. Investigator – who ferrets out all relevant facts through personal interviews and a review of all records, documents, and clinical data.
 - 1. Upon assignment to a case, interview the child, family members, foster family, teachers, doctors, therapists, social service worker, and other interested parties to determine the facts. (Many interviews are by phone. By necessity, some must be in person. In addition, any home suggested as a permanent or temporary placement for the child must be visited.)
 - 2. Investigate alternatives available for the child-living relatives, foster placement, etc.
- B. Advocate – who ensures that all relevant facts are before the Court at hearings, through written reports and direct testimony.
 - 1. Prepare a written report stating findings and a recommendation for a permanent disposition of the case, and submit the report no less than four days prior to the Court hearing.

Appear in Court at the Disposition Hearing to make a recommendation to the Court.
- C. Facilitator and negotiator – who ensures that the Court, social service and legal counsel fulfill their obligations to the child in a timely fashion.
 - 1. Assist in the implementation of any plan prescribed by the Court (whether recommended, in the CASA report or not).
 - 2. Continue contacts with the child, family and others to monitor progress toward goals prescribed by the Court

- D. Monitor – of all Court orders, who ensures compliance by all parties and brings to the Court’s attention any change in circumstances that may require modification of the Court order.
1. Bring any significant changes in the family situation to the attention of the Court. Ensure that reviews by the Court are done on schedule.
 2. Reappear in Court as needed for review hearings. Continue follow-up contacts, submit supplementary reports, and make new recommendations as needed until a final disposition is made.
- E. At the Court hearings the CASA will have specific recommendation which will cover the following areas:
1. Prior to adjudication the CASA may be appointed at the second shelter review hearing. At the adjudication hearing the CASA may be called as a witness and may through the public defender or other Court-appointed attorney raise any or all factual or legal issues reasonably necessary to assert and protect the legal and personal best interests of the child.
 2. The primary concerns at the Dispositional hearing are as follows:
 - a. Agency to assume case supervision.
 - b. Physical placement of the child.
 - c. Visitation by the parents.
 - d. Services for the parents and child in an effort to reunite the family.
 - e. Recommend review period before the next hearing within the statutory-mandated six-month period.
 3. Review Hearing
 - a. Should the case be dismissed and the child returned home with no further involvement by the state?
 - b. Should the dispositional order be changed or modified?
 - C. Should a motion to terminate parental rights be filed?
 4. At the termination hearing, as in the adjudicatory hearing, the CASA may be called to testify as a witness. Also, as in the adjudicatory hearing, the CASA may through the public defender or other Court appointed attorney raise any or all factual or legal issues reasonably

necessary to assert and protect the legal and personal best interests of the child.

**Shoshone & Arapaho
Court Appointed Special Advocate
VOLUNTEER APPLICATION**

Name Date of Birth

Social Security Number

Phone Number

Home Address (mailing & street)

City, State

Zip

Are you currently working? Yes No

Name and Address (mailing) of employer

May you be called at work? Yes No

Brief description of work: _____

Highest year of school completed: _____

Do you speak any other language? Yes No If yes, which language _____

Do you drive? Yes No

Do you have regular access to a car? Yes No

Current community activities: _____

List current and previous volunteer work (list all previous volunteer work, including brief description of duties and activities, dates of service.): _____

As a CASA volunteer you will be required to attend court hearings for the children you represent. Will you be able to arrange your schedule to attend these hearings?

Yes No

Are you willing to commit to one year of volunteer services? Yes No

What are your reasons for wanting to participate as a CASA volunteer?

Have you had any personal experience(s) involving:

Child Welfare

Foster Care

Court System

Other agencies offering services to a child

If so, please explain: _____

How did you learn of our program? _____

Have you ever been convicted of a crime other than a traffic violation? Yes No

If yes, what charge? _____ Date convicted: _____ Where _____

Do you consent to a routine check of your criminal records? Yes No

Can you think of any reason why a judge might be reluctant for you to serve as a CASA volunteer?

Please list three references of people who know you well, other than relatives, preferably for whom you have worked in either a paid or volunteer capacity. If you are currently working, either paid or as a volunteer, please include the name of your supervisor.

Name Address Zip Code Phone Relationship

1. _____

2. _____

3. _____

How long have you lived in the area? _____

The CASA program of the Shoshone and Arapaho Tribes, reserves the right to make any checks deemed appropriate as to the suitability of anyone responsible for this confidential work. All information obtained will be held in the strictest confidence.

Applicant Signature

Date

PART TWO

Please answer the following questions in **paragraph form** on a separate piece of paper.

1. Write a short summary about your interest in volunteering and how you hope to benefit from the volunteer experience.
2. Briefly explain what led to your decision to apply for a position in the CASA program? (What attracted you to this particular program?)
3. Briefly explain your philosophy of parenting, including the rights and responsibilities of both parents and children.
4. Briefly explain what role you believe society should play in: a) protecting the rights of children. b) helping a family overcome hardships and remain living together as one unit.
5. Please write a one page autobiography.

PLEASE RETURN YOUR COMPLETED APPLICATION AND ESSAYS TO:

Laura Lee Monroe at the Wind River Child Advocacy Center or mail to:
Shoshone and Arapaho Tribes CASA Program
PO Box 9299
Arapahoe WY 82510

I, _____ hereby affirm that all of the answers provided on my volunteer application are true. I hereby authorize the Shoshone and Arapaho CASA program, and any law enforcement agency they authorize, 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 purpose of determining my suitability as a CASA volunteer. Further, I understand that completion of training does not guarantee that I will be assigned a case. If I have successfully completed the training and have met all other requirements, and it has been determined that I am a suitable volunteer, I understand that 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 program coordinator with as much advance notice as possible. I'm aware of the sensitive and confidential nature of the official documents, reports, and other material I will examine in my capacity as a CASA 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.

I also understand that if for any reason it becomes apparent that my activities are contrary to the policies, goals and/or philosophy of the Shoshone and Arapaho CASA program, and their desire to provide quality services to abused and neglected children, my services as a CASA volunteer will be terminated.

Name (please print)

Signature

Date Witness (CASA Program Staff)

Wind River Child Advocacy Center
SHOSHONE & ARAPAHO CASA PROGRAM
P.O. Box 1157, Ft. Washakie, Wyoming 82514
Tel: (307) 856-9404 or 332-9255 Fax: (307) 332-7587

REFERENCE REQUEST

Date: _____

Re: _____

Dear

The above-referenced applicant has given the Shoshone and Arapaho Tribes CASA Program permission to contact you as a reference.

Although CASA is a volunteer position, the duties carried out by a CASA are extremely important. As advocates for children who have been victims of abuse and/or neglect, volunteers must be responsible, articulate and mature. This reference form will be used to assess the candidate's ability to carry out the role of a Court Appointed Special Advocate. Selected CASA applicants will receive 40 hours of training and ongoing program supervision. Once appointed to a case, the CASA will research the case, interview all relevant parties, and prepare written reports for the presiding judge.

Please do not hesitate to call us at 332-9255 or 856-9404 if you see additional information about CASA. Thank you for agreeing to take a few minutes to fill out this form. Please return quickly.

1. How long have you known the applicant? In what capacity? _____

2. Do you have knowledge of how the applicant relates to children? yes no

If yes, please describe briefly: _____

3. Have you observed the applicant in any of the following situations? If so, could you explain how the applicant handled the situation. _____

SITUATION WAS HANDLED:

	OBSERVED YES/NO	EASILY	COMPETENTLY	WITH SOME DIFFICULTY
Public speaking				

Working with sensitive or controversial issues				
Defending a position on an issue with colleagues				
Defusing a potentially explosive situation				

4. What three adjectives best describe the applicant? _____

5. How well does the applicant finish projects and activities?
 Very well Well Average Below Average

6. How would you rate the applicants:
 Excellent Good Fair Poor Never Observed

Writing Skills

Interviewing skills

Interpersonal skills

Level of motivation

7. Would you describe the applicant as a leader? As self assured? yes no

8. Overall, I would give the applicant the following recommendation for CASA:

Excellent Very Good Good Fair I have some reservations

9. Please add any additional comments here summarizing your view of the applicant's ability to work with court professionals on behalf of a child who has been abused.

Signed

Date

AUTHORITY TO RELEASE INFORMATION

To whom it may concern:

I hereby authorize the Shoshone and Arapaho Tribes CASA Program to conduct an investigation on my background in conjunction with the program guidelines.

I further authorize Wind River law enforcement agency to conduct a criminal records check and to release the results of said criminal records check to the Shoshone and Arapaho CASA Program.

This release is executed by me with the full knowledge and understanding that the information to be obtained about me is for official use of Court Appointed Special Advocates (CASA) of the Shoshone and Arapaho Tribes, Inc.

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

SIGNATURE

DATE

FULL NAME

PREVIOUS NAMES (MAIDEN, ETC.)

SOCIAL SECURITY NUMBER

DATE OF BIRTH

CURRENT ADDRESS: (mailing & street): _____

PREVIOUS ADDRESS(ES) FOR THE PAST FIVE YEARS: _____

VOLUNTEER SERVICE AGREEMENT

The Court Appointed Special Advocate program makes a commitment to:

1. Provide on-going training and evaluation of the volunteer's work.
2. Provide the professional consultation and necessary support in order to promote relevant interventions into the child/client's situation and to facilitate appropriate recommendations about the current placement of the client/child.

As a volunteer, I understand that I am a part of the Cherokee County/Cherokee Nation Court Appointed Special Advocate staff and therefore, I can be requested to resign from the position for reasons listed in the volunteer policies.

In signing this form, I am agreeing to these policies and understand the commitment to a case (barring unforeseen situations) is for a minimum of one year and approximately ten to fifteen hours per month.

This agreement is entered into for the purpose of providing the best possible service to the CASA client population.

Signature

Date

Witness

Date

VOLUNTEER CONFIDENTIAL INFORMATION AGREEMENT

In consideration of my volunteer association, or the continuation of same, by the Okmulgee County Family Resource Center Inc., I agree as follows:

I will not without first obtaining written consent, disclose to others, or use except in the performance of my duties for the Okmulgee County Family Resource Center Inc., either during or after my volunteer association, any information or data, including client information, which pertains to the Agency's business or interest which is not freely available to persons not associated with the Agency. Upon termination of my volunteer association, I will promptly turn over to the agency all then existing documents and copies thereof made or acquired by me during my association which contain any such information or data within five (5) working days of such termination

I further agree to abide by the Family Resource Center Inc. confidentiality policies and applicable Local, State and Federal confidentiality laws that prohibit the disclosure of client information without written consent.

This Agreement will bind my heirs, executors, administrators, and assigns.

IN WITNESS THEREOF, I have signed this Agreement this _day of _____, 19

Volunteer Signature

Print Name

Witness

**United States of America
Sault Ste. Marie Tribe of Chippewa Indians**

In the Matter of the Welfare of:

**ORDER FOR APPOINTMENT
OF A COURT APPOINTED SPECIAL ADVOCATE - CASA**

File No.

In accordance with the requirements of Tribal Code 30.702 for Children's Court,
_____ is appointed Court Appointed
Special Advocate, CASA, to represent the best interest of the above named child/children.

Pursuant to this order, no person shall prevent the CASA from reviewing and receiving copies of all information pertaining to the above named child/children and the parent(s) or legal guardian of the above named child/children including medical, psychological and educational data pertinent to the matter before the court.

The CASA shall have free access to all pertinent material, whether they be written or oral, which are in the possession of any responsible authority, political subdivision or any person, organization or agency, shall prevent the free and complete delivery of information to the CASA.

The appointment of the CASA shall continue until further order of the court.

BY THE COURT:

Date: _____

Judge: _____

CONSENT AND OATH

I hereby consent to act as such CASA - Court Appointed Special Advocate and I do swear that I will faithfully and justly perform all the duties of the office and trust which I now assume as CASA - Court Appointed Special Advocate, to the best of my ability.

Subscribed and sworn to me before me

Signature

This ____ day of _____ 19/20 __

VOLUNTEER TRAINING SCHEDULE

SEPTEMBER 1999

OKMULGEE COUNTY/CREEK NATION CASA TRAINING

OKMULGEE COUNTY FAMILY RESOURCE CENTER, INC.

410 WEST 7th STREET, OKMULGEE, OK 74447

Monday, September 27 (6:00 - 9:00 P.M.)

- 6:00 Welcome and Introductions (Theresa Killham, Executive Director)
- 6:30 Roles & Responsibilities of the CASA (Barbara Brown, CASA Supervisor)
- 7:00 BREAK
- 7:15 Family Dynamics of Abuse & Neglect (Becky Baker, LPC)
- 8:15 "There Was No CASA" VIDEO (Vickie Young, Okfuskee Coordinator)

Tuesday, September 28 (6:00 - 9:00 P.M.)

- 6:00 Sign Paper Work (Barbara Brown, CASA Supervisor)
- 6:20 Normal Child Development (Dr. Jo Bennett)
- 7:30 BREAK
- 7:45 Advocacy of the CASA Volunteer (Denise McCrary, CASA Volunteer Coordinator)
- 8:15 Interviewing the Child (Barbara Brown, CASA Supervisor)

Wednesday, September 29 (6:00 - 9:00 P.M.)

- 6:00 Attachment, Separation & Loss (Nancy Humphrey, Glenpool School Counselor)
- 7:00 Available Community Resources (Theresa Killham, Executive Director)
- 7:30 BREAK
- 8:00 Characteristics of Physical Abuse & Neglect (Vickie Young, Okfuskee)

Coordinator)

8:30 Documentation & Activity Logs (Barbara Brown, CASA Supervisor)

Thursday, September 30 (6:00 - 9:00 P.M.)

6:00 Cultural Diversity - American Indian Perspective (Neil English, Creek Nation)

7:00 Perceptions & Values/Listening (Barbara Brown, CASA Supervisor)

7:30 BREAK

7:45 Effects of Domestic Violence on Children (Candy Constantine, Safehouse Manager)

Saturday, October 2 (10:00 A.M. - 2:00 P.M.)

10:00 Relevant State and Local Laws (Judge Mike Claver)

11:00 In-Take (Cathy Thomas, Intake Supervisor)

12:00 BREAK (Order Pizza In)

12:15 How the Child Comes Into the System & Understanding the Court System

From Petition to Termination (Judge David Martin, Okfuskee County Juvenile Judge)

1:00 Indian Child Welfare Act & Working in Tribal Court (Debra Gee, Creek Nation, Assistant Attorney General)

Monday, October 4 (6:00 - 9:00 P.M.)

6:00 Characteristics of Sexual Abuse (Becky Baker, LPC)

7:00 BREAK

7:15 Getting to the Permanent Plan (Service Plan, Placement, Permanency and Family Preservation) (Vickie Young, Okfuskee Coordinator)

8:15 Cultural Diversity – African American Perspective (Denise McCrary)

Tuesday, October 5 (6:00 - 9:00 P.M.)

- 6:00 Characteristics of Substance Abusing Parents (Amy Cash, Oaks)
- 6:45 BREAK
- 7:00 Court Report writing (Barbara Brown, CASA Supervisor)
- 8:00 Confidentiality (Joan Williams, CASA)
- 8:15 Adoption & Safe Families Act of 1997 – (“The Essential Voice of Child Advocates”) (Denise McCrary, CASA Vol. Coord.)

Wednesday, October 6 (6:00 - 9:00 P.M.)

- 6:00 Confessions of a CASA Volunteer (Panel Discussion) (Joan Sharp, Elaine Keesee, Genita Rhoda, Joan Williams, CASA Volunteers)
- 7:00 BREAK
- 7:15 How to Testify in Court (Ian Horncastle, CASA Volunteer)
- 7:45 Treatment Procedures of DHS – Joyce Nation
- 8:30 Creative Strategies for Permanency – VIDEO

Thursday, October 7 (5:30 - 8:30 P.M.)

- 5:30 Swearing in by Juvenile Judge, Mike Claver
- 6:00 Hand Out CASA Cam and Review Required Court Observation –
3 hours required (Assignment of Court Dates & Review Cases)
(Barbara Brown, Vickie Young and Denise McCrary)

Comparison of Primary Responsibilities

<u>Social Worker</u>	<u>CASA</u>
✓ Gathers information and makes decisions on day to day casework issues.	✓ Gathers information and makes recommendations on day to day casework issues.
✓ Gathers information and shares with clients, CASA, attorneys and court.	✓ Gathers information and shares with the court, the social worker, attorneys and clients.
✓ Expert review and evaluation of information.	✓ Independent citizen review and evaluation of information.
✓ Assists Attorney General in writing CINA petition.	✓ Shares information with Attorney General for amending CINA petition.
✓ Presents evidence to support allegations in CINA petition; has burden of proof.	✓ Presents factual information regarding child's and family's situation; may or may not support allegations in CINA petition.
✓ Provides services directly; may pay for services.	✓ Recommends services but does not provide them.
✓ Goal of reuniting child with the custodial parent (provided child's safety can be ensured).	✓ Goal of representing the best interests of the child.
✓ Must represent established public policy on every case (e.g. family reunification).	✓ Represent best interest of individual child; not bound by public policy.
✓ Responsible for monitoring child's and parent's compliance with court orders.	✓ Responsible for monitoring social worker's, child's and parent's compliance with court orders.
✓ Through Attorney General, may request judicial review of case.	✓ May request judicial review of case.
✓ Files, at least, the pre-disposition report to the court 10 days prior to the disposition hearing.	✓ Files, at least, the CASA report to the court 5 days prior to the disposition hearing

Developed by the Alaska CASA Program

VOLUNTEER POLICIES

CHEROKEE COUNTY/CHEROKEE NATION CASA, INC. Revised September 29,1999

RECRUITMENT

Efforts will be made to attract male and female as well as to recruit from a diverse socio-economic level, cultural and ethnic population similar to the clients served. Any adult, 21 years or older with desire and time may apply. Sensitivity, dedication, common sense along with good oral and written communication skills are more important than educational background. Recruitment efforts can be through media outreach and speaking engagements. Written program information including time requirements and explanation of the mission should be available to the potential recruit.

SUPERVISION – CONTACT AND RATIO

The CASA Director or primarily the Volunteer Coordinator (when hired) will be responsible for direct supervision of volunteers. The ideal volunteer to staff ratio is one (1) staff to thirty (30) volunteers. Each CASA volunteer reports to staff approximately once weekly during the initial stage of investigation and then at a minimum of monthly to discuss progress on cases, offer suggestions and share feelings.

SCREENING OF POTENTIAL VOLUNTEERS

1. A written application is completed by the potential volunteer.
2. At least three personal or professional references will be submitted.
3. A criminal records check is done on each potential volunteer. (If the applicant lived in another state within the past five years, a criminal records check should be done there as well). CASA will not accept a volunteer who has been found guilty of, or pleaded guilty or nolo contendere to, or have charges pending for, any felony or any crime involving abuse or neglect, or abandonment of a minor child, or for related acts that would pose risks to children.
4. The Executive Director, Volunteer Coordinator and designee (board member) will be responsible for conducting an in-depth interview with each potential volunteer to ascertain motives, feelings about families involved in abuse and neglect and the potential volunteer's personal background, etc.

TRAINING OF VOLUNTEERS

All CASA volunteers will be provided with a training manual that includes copies of pertinent federal, state and local laws. It will also include policies and procedures that relate to the program. Cherokee County/ Cherokee Nation CASA will conduct a

minimum of two (2) basic training courses per year.

Basic initial core training will consist of at least 30 hours of training. These sessions need to be scheduled at the convenience of the volunteers. Documentation of attendance at training sessions will be provided for on sign-in sheets made available at each session.

These sign-in sheets and copies of certificates will be maintained in a training file by the Director or Volunteer Coordinator. CASA training should include:

1. Roles and responsibilities of a CASA volunteer (purpose, guidelines).
2. Confidentiality and data practices (record keeping).
3. Cultural awareness (understanding differences).
4. Child abuse and neglect (family and child dynamics).
5. Child development (stages of growth and behavior).
6. Permanency planning (child welfare system, community resources) and family preservation.
7. Communication and information gathering (report writing, interviewing techniques).
8. Juvenile court process (laws, operation of court system).
9. Advocacy (how to improve conditions for children).
10. Initial CASA training should include if possible a visit to the court while it is in session to observe proceedings.
11. The CASA program should provide a minimum of 12 hours of in-service training per year to volunteers once they are accepted into the program.
12. The CASA program should provide ongoing training to the attorneys involved with CASA cases on how the CASA program operates and how to effectively work with volunteers.

MAINTENANCE OF RECORDS

1. Volunteer Personnel Files* maintained by staff will include:
 - a. Application, references, documentation of interview
 - b. Documentation of training, court observation, in-service training
 - c. Law enforcement check(s), service agreement & confidentiality forms

- d. Performance evaluation
- e. Record of case assignments

* This is a confidential file and no information will be released without written consent of the volunteer.

- 2. Client records will be maintained by staff in locked files. When cases are dismissed or a volunteer is discharged, the records should be removed to a secure area or to the court until the client reaches age of majority. These records will contain volunteer reports, correspondence concerning the case, notes, phone contacts and in-person conversations.
- 3. The CASA program records include data that must be kept as documentation of needs met and clients served.
 - a. Children's age, gender, ethnicity
 - b. Total number of children served
 - c. Number of new cases and number of cases closed
 - d. Breakdown of types of cases (i.e. sex abuse, physical abuse or neglect)
 - e. Number of children in the court's jurisdiction that need a volunteer vs. those assigned
 - f. Case outcomes

4. The CASA program records include information on the volunteers such as:
 - a. Age, gender, ethnicity, employment status, education
 - b. Status of volunteers (i.e. number of assigned cases, number of inactive cases, number of cases waiting for a case, etc.)
 - c. Number of volunteer hours contributed
 - d. Total length of time volunteer is assigned to a child

ASSIGNMENT – MAXIMUM NUMBER OF CASES

CASA volunteers should not be assigned more than two or three children total. This may include two cases total. The number of cases assigned should be high enough to maintain the interest of the volunteer and low enough to ensure quality work and to avoid burnout. A volunteer has the right to refuse a case if uncomfortable with the situation or issues. Once a volunteer takes a case, changes are discouraged. Each volunteer will be asked to sign a commitment for a minimum of one year service to a case.

GROUNDINGS FOR TERMINATION OF A VOLUNTEER

1. The volunteer takes action without program or court approval which endangers the child or it outside the role or powers of the CASA program. Inappropriate conduct toward child, family or others on case is grounds for dismissal.
2. The volunteer violates a program policy, court rule or law.
3. The volunteer demonstrates inability to effectively carry out CASA duties (such as failure to contact child monthly without a legitimate reason or no contact about a case with CASA staff for two months and repeated failure to do reports as required).
4. The volunteer fails to complete at least 50% of required ongoing training.
5. The volunteer falsifies volunteer application or misrepresents facts during the screening process.
6. Failure to protect the confidentiality of protected information.
7. Soliciting or accepting gratuities are not allowed.

DISMISSAL FROM A CASE

A volunteer may be dismissed from a case for the following reasons:

1. At the request of the volunteer.
 2. At the request of the Juvenile Judge.
 3. For failure to make court appearances.
 4. For failure to provide court reports and/or turn them in on time.
 5. Insubordination or refusal to follow an order.
 6. For failure to act in a professional manner as deemed by supervisor.
- Should the actions of a volunteer result in either dismissal from a case or the CASA program, the volunteer has the same rights as an employee to grievance procedures.
 - At the time of a volunteer dismissal, all files, notes, and any other materials associated with the CASA case will be returned to the CASA Director within five (5) working days of the dismissal.

CONFIDENTIALITY

As a volunteer of the Cherokee County/ Cherokee Nation CASA, you are bound by Federal Regulations governing confidentiality. You are bound to keep all client information confidential and recognize that any unauthorized disclosure of said client information is a Federal criminal offense punishable by a fine of not more than five hundred dollars (\$500.00) in the case of a first offense and not more than five thousand dollars (\$5000.00) in the case of each subsequent offense.

EMERGENCY PROCEDURES - MANDATORY REPORTING REQUIREMENTS

It is mandatory that all suspected abuse cases be reported to the proper authorities. The CASA Director and/or Volunteer Coordinator will be advised of any emergency and will consult with the volunteer in order to determine what action is to be taken. If it is felt that it is necessary to notify the court it will be the responsibility of the Director to make an appointment and discuss the problem with the judge. A CASA is not to remove a child from a home at any time. If a child is thought to be in immediate danger call the Director and then notify the police.

EX PARTE COMMUNICATION WITH THE COURT

When the volunteer has information that he/she feels should be brought to the attention of the Juvenile Judge's attention, the volunteer will discuss the information and situation with the CASA Director and/or the Volunteer Coordinator. The Director will make an appointment with the Judge after the interview with the volunteer. The CASA Director and the volunteer will go together to the Judge and make the information available to him/her.

CODE OF ETHICS

All volunteers will sign and adhere to the CASA program Code of Ethics.

TRANSPORTATION

It is against the policy of the Cherokee County/Cherokee Nation CASA to provide transportation for any child and/or family members. A first offense will result in a written reprimand in the volunteer's file. A second offense will result in immediate dismissal of the volunteer.

Sample Court Report

IN THE TRIBAL COURT OF THE CONFEDERATED SALISH AND
KOOTENAI TRIBES FO THE FLATHEAD INDIAN RESERVATION, PABLO
MONTANA

IN THE MATTER OF:)	CAUSE
)	
CHILD)	NO.
DOB: 5/22/96)	GUARDIAN AD LITEM REPORT
)	REVIEW HEARING
)	

BEGINNING DATE OF CURENT PLACEMENT EPISODE: 1/22/98

TOTAL NUMBER OF PLACEMENTS TO DATE: 5

PLACEMENT HISTORY

<u>Date of Placement</u>	<u>Type of Placement</u>	<u>Placement Reason</u>
10/27/96-12/97	mother, MGrandmother, placed Child with a possible relative to care for him	MGrandmother thought Mother had ran away
12/97-1/22/98	Child was placed by caretaker with other possible relatives, the FP, for an Indefinite period of time	Initial caretaker was reportedly abusing drugs
1/22/98-2/19/98	SPD picked up Child and placed him in foster/receiving care	Unrelated domestic dispute; no one could prove legal custody
2/19/98-8/17/98	Foster care	Previous foster parent request
8/18/98-current	Current Foster Parents	Court order: home study approved

DATE DEPENDENCY WAS ESTABLISHED: 3/30/98 – Mother
4/10/98 – Paternal Interests
Defaulted

CONTACTS AND SOURCES OF INFORMATION

Paul Bostlan, DCFS Social Worker

Caroline Sellers, DCFS Social Worker
Linda Adkinson, DCFS Social Worker
Child, Dependent
Mother
Previous Foster Families
Lucinda Larsen-Saue, Assistant Public Defender for Mother
Aunt 1, Possible Relative of Mother
Aunt 2, Possible Relative of Mother
And Aunt 3 + Uncle, Possible Relatives of Mother and Caretakers for Child

Records Reviewed:

DCFS Case File

Police Reports

Visitation Observation Notes

Medical Records

SIGNIFICANT CHANGES SINCE LAST COURT ACTION

Child is now assimilated into the FP home. His vocabulary is increasing rapidly and he is beginning to exhibit a definable personality. He can count from one to five on his fingers, likes to watch Disney videos, and enjoys playing the “guis-tar” he received for Christmas. He is becoming very outgoing and will bring me into his room to show me toys and can describe things to me. He refers to foster parents as “mom” and “dad.”

The FP are still not licensed foster care providers and are therefore receiving no monthly monetary support for this child.

Child has not had contact with his mother since the last review hearing in October when she was in Spokane. She is currently residing with her mother in the Seattle area. I have had no contact with her, as requested at the last review hearing, and cannot say whether or not she has attempted any services.

Child has had a new social worker, Paul Bostian, appointed to his case. I spoke with Mr. Bostian in early November and updated him on the case background, status of the family, and immediate needs. When I visited the home in late December, the Foster Parents had not heard from the new social worker. Child fell behind on his immunizations. I immediately contacted Paul Bostlan, who promptly contacted the FP and mailed them a voucher for clothing for Child and medical coupons.

Fparent will be returning to work in February and will need daycare for close to their home. I have suggested a preschool/daycare for Child as this was the type of daycare he was enrolled in with a previous foster family.

COMPLIANCE WITH THE PREVIOUS COURT ORDER

Mother has not been in compliance with the previous court order, to my knowledge. I have had no contact with her since the last review hearing and have not received any verification of completed services.

Mother's last visit with Child was on October 8, 1998. Periodic progress reports and all records have been available to the guardian ad litem. DCFS is in compliance with the court order, except for Child falling behind on medical immunizations.

Reasonable services have been offered to this family. Active efforts have been made to preserve this family by working with the Flathead Tribe and maintaining placement with the FP despite the lack of proof of biological relationship.

Child is in an appropriate setting. He knows and visits other family members and they are all glad to have him back. He has blended wonderfully and seems very well adjusted.

Fmother and Ffather still wait to adopt Child. They are very willing to work with me, the courts, and family members involved.

REVISED ASSESSMENTS

The FP have continued to care for Child and adjusted their lifestyle to accommodate him. Child loves his little brother, the biological son of the FP and enjoys playing hide-and-seek by hiding under his bassinet. The FP are continuously available and supportive of Child's best interests, and those of his mother.

RECOMMENDATIONS

1. Continue Youth in Need of Care status in the care, custody, and control of the Family Support Program with placement as deemed appropriate.
2. Relinquishment or termination of parental rights to be sought.
3. Continuation of placement with the FP, to be monitored by the social worker, mother's attorney, Tribal Social Welfare Advocacy Team (Salish and Kootenai Tribe) and guardian ad litem.
4. Child to stay current on all medical and dental procedures. Immunizations are to be updated in a timely manner.
5. Attachment assessment to be done with Child and the FP family.
6. Mother to remain in contact with the social worker, guardian ad litem, and/or her attorney. Mother should engage in services regardless of her residence.
7. All reports to be made available to the guardian ad litem.

VOLUNTEER PERFORMANCE EVALUATION

Name: _____ Date: _____

Program: _____ Title: _____

Check One: Annual New Volunteer Termination Other

Date of Last Review _____	Date Volunteer Began Service _____	Next Review _____				
Rating of Performance	U	F	S	G	E	Comments
1. The volunteer has an understanding of his responsibilities.						
2. The work is thorough and accurate.						
3. Court reports are well written and turned in on time.						
4. Volunteer maintains regular contact with the client.						
5. The volunteer has attended in service training as required.						
6. The volunteer has been dependable in completion of assigned tasks.						
7. The volunteer has worked willingly and well with others in the program.						

General
Comments: _____

Reviewing Staff Member _____ Date _____

Executive Director
Review _____ Date _____

Volunteer Signature

Date _____

Volunteer
Comments _____

Unsatisfactory: U

Fair: F

Satisfactory: S

Good: G

Excellent: E