



People Inc's
CASA of Culpeper, an Expansion of the 28th Judicial District
233 East Davis Street Suite 300 Culpeper, VA 22701
O: 540-317-1665 | C: 276-206-3155 | F: 540-317-5849
bataylor@peopleinc.net

Dear Applicant:

Thank you for your interest in becoming a volunteer at Court Appointed Special Advocates (CASA) of Culpeper. CASA volunteers are trained to become effective advocates for abused and neglected children in our communities. The CASA program offers a unique and rewarding volunteer opportunity.

We ask that you closely examine the enclosed materials about the role and responsibility of a CASA volunteer. If you have any questions, do not hesitate to contact me at 540-317-1665 or 276-206-3155. If you decide to apply to the program, please complete and return the enclosed Volunteer Application Packet.

Upon receipt of your application, background checks are conducted and reference letters are sent to those indicated on your application. These checks are paid for by the CASA program. If there are no issues with the background checks, we will contact you to schedule an interview. The interview provides the opportunity for us to get to know one another better and to address any questions or concerns about becoming a CASA volunteer. After a successful interview, you will be accepted into the next available training program. The training curriculum is an approximately 32-hour program comprised of classroom sessions and an additional 10 hours of court observation. Applicants must attend **all** of the training sessions in order to be sworn-in as a CASA volunteer.

Again, please carefully review the enclosed documents. We are delighted that you are interested in becoming a CASA volunteer and, in turn, becoming “a powerful voice in a child’s life.” We look forward to working with you.

Best regards,
Bri Taylor | Program Coordinator
CASA of Culpeper, an Expansion of the 28th Judicial District



FREQUENTLY ASKED QUESTIONS

How did CASA begin?

In the 1960s Judges realized that they were making far-reaching decisions about the lives of children without hearing the unique perspective of the child. The first Guardian Ad Litem (GAL) program began in 1977 in Seattle, Washington by King County Judge David Soukup. As word of the program's success spread, similar programs began all over the United States. Because some states require GALs to be attorneys, the term Court Appointed Special Advocate – CASA- was coined to describe volunteers from local communities trained to serve as advocates for abused and neglected children involved in juvenile court proceeding. In 1982 the National CASA Association was established to assist the growing number of programs in the country.

Virginia's first CASA program began in 1986 in Newport News. In 1990, the Virginia General Assembly enacted legislation providing for statewide implementation of the CASA program. The legislation assigned the responsibility for oversight of local programs as well as for development of statewide regulations to Virginia's Department of Criminal Justice Services (DCJS). The Regulations provide programs with standards to help ensure consistency in program development and service delivery; addressing several basic areas including screening, training and policy and procedure development for local programs. The regulations were revised in 2008.

CASA of the 28th Judicial District was established in 1999, in Bristol City, as

the first CASA program in the 28th Judicial District. It grew to incorporate Washington County and Smyth County by 2009. Our program is one of 27 programs across the Commonwealth of Virginia.

CASA of Culpeper is an expansion of the 28th Judicial District. Both CASA Programs are under the umbrella of People Inc. CASA of Culpeper became establish in Culpeper in 2019.

Who are CASA volunteers?

A CASA volunteer is a unique individual who is committed to providing factual information about the situation of an abused or neglected child. The information and recommendations the CASA volunteer provides to the Court assists the court in making crucial decisions about a child's future. Our CASA volunteers represent the diverse communities found within our local community. CASA volunteers come from all professions, races, ethnicities, and social and economic backgrounds. CASA volunteers must be at least 21 years old.

What do CASA volunteers commit to do?

- Volunteers successfully complete training and are sworn in as CASA volunteers.
- Volunteers commit to serving 12 months as a CASA volunteer and/or completion of their assigned case.
- Volunteers accept assignment to a child or sibling group's

FREQUENTLY ASKED QUESTIONS (cont.)

- case and actively advocate on behalf of the child(ren).
- Volunteers work closely with their Advocate Supervisors, who provide direction and supervision on the cases.
 - Volunteers spend approximately 10-15 hours a month on a case gathering information from visiting with the child(ren) and those adults who impact the child(ren).
 - Volunteers may need some flexibility during the day in order to be present and effective at court hearings, as well as at other meetings that are held between court dates. The time will vary depending on the status of the case. Court hearings typically occur in 6-week cycles, but may vary depending on the complexity of the case. If you cannot be present for an important hearing (provided you are not subpoenaed) or meeting, CASA staff will attend in your stead.
 - Volunteers complete 12 hours of additional training per year. These are largely online and completed at your leisure. You will be provided with three potential training resources each month.

How are CASA volunteers effective?

- By actively monitoring the child's case as it progresses through the court system to ensure that the child's best interests are being met and that the necessary services are provided.
- By gathering information and conducting an independent

investigation about the family's situation.

- By observing family and sibling visits.
- By making recommendations to the court regarding the child's best interests.
- By submitting computer generated reports to the Court and involved parties at each hearing.
- By being present at all possible court hearings and providing oral testimony if requested.
- By being present at other meetings that affect the child(ren)'s best interests between court dates.
- By communicating with the child(ren), parents, other family members, and professionals using concern, tact and basic communication skills.
- By respecting and relating to people from various social, ethnic and cultural backgrounds in a variety of settings.
- By maintaining accurate records and objectivity.
- By remaining in close communication with their Advocate Supervisors. Communication with CASA staff is crucial. We understand that life happens.
- By having a flexible personal and professional schedule in order to accommodate court dates and meetings.
- By having a telephone equipped with voicemail or an answering machine.

Date: _____

Department of Motor Vehicles
P. O. Box 27412
Richmond, VA 23269-0001

Dear Sir or Madam:

The following individual has completed an application to become a Court Appointed Special Advocate with the CASA of Culpeper, an Expansion of the 28th Judicial District Program. Pursuant to the following section of the Code of Virginia, the CASA of Culpeper Program is requesting a copy of this individual's record:

§ 46.2-208(14) On the written request of any person who has applied to be a volunteer with a court-appointed special advocate program pursuant to § [9.1-153](#), the Commissioner shall provide an abstract of the applicant's record showing all convictions, accidents, license suspensions or revocations, and any type of driver's license that the individual currently possesses. Such abstract shall be provided free of charge if the request is accompanied by appropriate written evidence that the person has applied to be a volunteer with a court-appointed special advocate program pursuant to § [9.1-153](#).

Please forward this information to:

Bri Taylor | Program Coordinator
CASA of Culpeper
233 E Davis Street Suite 300
Culpeper, VA 22701

If you have any questions regarding this request or need additional information, please contact me at 571-317-1665 or 276-206-3155. Thank you for your time and attention to this matter.

Sincerely,
Bri Taylor | Program Coordinator
CASA of Culpeper, an Expansion of the 28th Judicial District



Department of Motor Vehicles Release of Information:

DATE: _____

Name as it appears on I.D. (please print):

Last

First

Middle

List all names used in the past or aliases:

Last

First

Middle

Last

First

Middle

Last

First

Middle

Social Security Number and/or Driver's License number:

By signing this form, I agree to allow CASA of Culpeper, an Expansion of the 28th Judicial District (a program of People Incorporated of Virginia) to receive a copy of my driving records per Virginia codes § 46.2-208(14) and § 9.1-153. I further understand that all information contained in the records will be kept confidential per state, local and federal laws and will not be disclosed to any person(s) outside of the program (with the exception of those allowed to review records under federal, state and local laws and in association with the NACASS organization) without my written consent. In addition, I also understand that any information contained in the records may not necessarily impact my acceptance into the CASA program; however, failure to comply with the request will bar me from becoming an Advocate. Falsification of any information will be grounds for immediate dismissal from the program or denial of acceptance into the program.

Signature

Date

VOLUNTEER APPLICATION

DATE: _____

FULL LEGAL Name: _____
Last First MI

Previous/Maiden Names: _____

Social Security Number: - _____ - _____

Date of Birth: _____

Address: _____
Street City State Zip Code

Home Phone: _____

Work Phone: _____

Cell Phone: _____

E-mail: _____

Fax: _____

Do you have an answering machine/voice mail? YES NO

Do you have access to a computer? YES NO

Do you have access to a car? YES NO

Driver's License Number: _____

State Issued: _____

Exp. Date: _____

Restrictions: _____

Do you have auto insurance? YES NO

If yes, please indicate the company and policy number. _____



What is your experience working with children?

Are you presently or have you ever been a foster or adoptive parent? YES NO

If yes, please provide name of agency:

Name your local community or neighborhood newspaper other than the:

EMPLOYMENT:

Current Employment Status: full-time part-time student not employed retired

Current Employer _____

Phone _____

Address _____

Street

City

State

Zip

Name of Supervisor: _____

May we contact? YES NO

Length of Employment: _____ Position: _____

EMPLOYMENT HISTORY:

Previous Employer #1 _____ Phone _____

Address _____

Street

City

State

Zip

Name of Supervisor: _____

May we contact? YES NO

Length of Employment: _____ Position: _____

Previous Employer #2 _____ Phone _____



Address _____
Street City State Zip

Name of Supervisor: _____

May we contact? YES NO

Length of Employment: _____ Position: _____

EDUCATION:
(highest level obtained): _____

Name of school	City and State	Graduation date	Degree Obtained
----------------	----------------	-----------------	-----------------

High			
------	--	--	--

College			
---------	--	--	--

Other			
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Please list previous/current volunteer activities: _____

Describe any personal or professional constraints that may restrict your time:

Rank your skill level in each area below from 1-5 using the drop down boxes. 1 is the lowest and 5 is the highest.

Problem Solving

Typing/Computer

Ability to analyze situations

Writing Skills

Self-Motivation

Organization



Please feel free to elaborate: _____

Please list any resources or talents that you have which might be of assistance to CASA, including fluency in any foreign languages:

Briefly answer below or on an attached sheet (150 words or less):

WHY DO YOU WANT TO BE A CASA?

SWORN STATEMENT OF AFFIRMATION:

Having been convicted of or plead guilty to traffic offenses or criminal charges does not necessarily exclude you from being a CASA volunteer. Please be aware that the CASA program will reject an applicant found to have been convicted of, or having charges pending for, a felony or misdemeanor involving violence, moral turpitude, a sex offense, child abuse or neglect, or related acts that would, in the sole discretion of the CASA program, pose risks to children or the CASA program's credibility. If needed, you may complete the information on an additional sheet of paper.

Have you ever been convicted of or plead guilty or no contest to any criminal charges, ordinance violations, or serious traffic offenses?

YES NO

Have you ever been sentenced to or served time in any prison, jail or other correctional facility?

YES NO

Do you have any criminal charges pending? YES NO

If you answered "yes" to any of the four previous questions, please describe the offense below.

Date of offense	Age at the time	Charge	City/State
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been the subject of, or been involved with any child protection proceedings, investigations, actions or claims in the child welfare system? YES NO

If yes, please explain:

Have you had any personal experience with:

- Child Welfare
- Foster Care
- Juvenile Court System
- Other Child Related Agencies

If yes, please explain: _____

Please list your previous addresses for the last five years:

Street	City	State	Dates

I hereby affirm that the information provided on the Sworn Statement of Affirmation is true and complete. I understand that the information is subject to verification and that any falsification of information may be grounds for being unaccepted to the CASA program or immediate dismissal from the program. If any of the above information is to change, it is my duty to immediately inform the CASA Program Coordinator of the change.

Signature

Date

Please read carefully

I hereby certify that all statements on this application are true and correct to the best of my knowledge. I understand that by submitting this application, I authorize the CASA program to make annual inquiries concerning my employment, character, police records, and background for the purpose of determining my suitability as a volunteer Court Appointed Special Advocate (CASA). I understand that all of this information will be held in the strictest of confidence.

Signature

Date

References

Please list three references, two personal and one professional, which are NOT related to you. References will be contacted by e-mail and/or mail. Please carefully consider your choices and complete all lines.

1. NAME: _____
 E-MAIL: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE: C: _____ H: _____
 RELATIONSHIP: _____

2. NAME: _____
 E-MAIL: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE: C: _____ H: _____
 RELATIONSHIP: _____

3. NAME: _____
 E-MAIL: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE: C: _____ H: _____
 RELATIONSHIP: _____

Voluntary Demographic Information:

The following information is requested solely for demographic purposes and will be utilized exclusively for planning, recruitment and training by the CASA program. It will not be distributed, exchanged, or sold to other individuals or organizations.

Ethnicity: check one

African-American

Hispanic/Latino

Caucasian

Arab/Middle Eastern

Native American

Asian/Pacific Islander

Multi-racial

Other

Annual Income: below

\$20,000

20,000-30,000

31,000-40,000

41,000-50,000

51,000-60,000

61,000+

Please return your completed applications to:

Bri Taylor

People Inc's CASA of Culpeper, an Expansion of the 28th Judicial District

233 East Davis Street Suite 300

Culpeper, Virginia 22701

Thank you,

Bri Taylor | Program Coordinator