

# Volunteer Agreements

- Volunteer Application Completed
- Personal References Received
- Criminal History Information
- Permission to Allow Child Protective Services and DPS History Check
- Volunteer Acknowledgment & Release for Background Checks
- Copy of Driver's License
- Schedule a fingerprinting appointment (please see "Background Screening" document available on [www.casasnr.org](http://www.casasnr.org))**

Which type of Training Class would you like to attend?

- Daytime
- Saturdays & Evenings
- Flex

(A Training Schedule is available online at [www.CASAsnr.org](http://www.CASAsnr.org))

The criteria used to select volunteers of CASA of the Sabine Neches Region are designed to ensure that the individual is able to meet the responsibilities of a CASA volunteer. No individual will be excluded on the basis of race, color, religion, national origin, gender, age, or disability.

## Criminal History Information

I have read this form in its entirety and understand that the information will be verified by CASA of the Sabine Neches Region, and that the inclusion of any false information or the omission of any requested information is cause for my immediate dismissal by CASA of the Sabine Neches Region. I understand that CASA of the Sabine Neches Region will ask all volunteers to complete criminal records fingerprint check which will reveal any arrest, charge, or conviction. (The fact that you have completed deferred adjudication or that your arrest, charge, or conviction has been dismissed, vacated, pardoned, or expunged does not mean you can answer "no") Failure to disclose any and all information regarding your criminal history could result in non-acceptance to the program or dismissal from the training program should undisclosed criminal history be discovered during that time period. I agree to inform CASA of the Sabine Neches Region if this information changes. Any applicant found to be convicted, or having charges pending for, a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risks to children or the CASA program's credibility is not accepted as a CASA volunteer.

I acknowledge that I am providing the following information related thereto:

1. I  **have**  **have not** been charged or convicted of a felony or a misdemeanor. If your answer is affirmative (i.e.: you HAVE been charged or convicted), please give details below:

Date	Offense/Nature of Charge or Conviction	Location	Details & Disposition
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2. I  **am**  **am not** currently under indictment or charged in an official criminal complaint accepted by a district or county attorney with a felony or misdemeanor. If your answer is affirmative (i.e.: you ARE under indictment), please give details below:

Date	Charges	Location	Details
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I understand that I will not receive reimbursement for my fingerprint check if I do not disclose my criminal history in this application, or if CASA of the Sabine Neches Region determines my criminal history and/or Child Protective Services history disqualifies me from becoming a CASA volunteer. I understand that I will receive my reimbursement only upon completion of the 30+ hour training program and official swearing in as a CASA volunteer.

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Name (Please Print)

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Signature of Volunteer

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Date

**PERMISSION TO ALLOW CASA PROGRAM TO REQUEST CHILD  
ABUSE/NEGLECT  
CENTRAL REGISTRY and DPS CRIMINAL HISTORY CHECK**

**REQUIRED IDENTIFYING INFORMATION ON SUBJECT OF REQUEST - The requester must provide  
all of this information in order for a check to be made:**

First Name		Middle Name		Last Name	
Other names or spellings used (married, maiden, alias, etc.) - First, Middle, Last (continue on back as needed)					
E-mail Address (optional)					
Residence Street Address			City	County	State
Residence Telephone No. (A/C)			Date of Birth	Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female	SSN
Race (check all applicable) <input type="checkbox"/> Am Indian/AK Native <input type="checkbox"/> Asian <input type="checkbox"/> Black			<input type="checkbox"/> Nat Hawaii/Pacis <input type="checkbox"/> White <input type="checkbox"/> Unable to Determine		Ethnicity (check one, only) <input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic <input type="checkbox"/> Unable to Determine
List all addresses you have resided in <u>Texas</u> :					

I am the person listed above. The information in this document is correct and I am a prospective or current volunteer, employee or board member of a Court Appointed Special Advocate (CASA) program. I agree to update the CASA program of any changes to the information above.

I grant permission to the CASA program to request a Child Abuse/Neglect Central Registry and a Texas Department of Public Service Criminal history check as well as any subsequent checks so long as I am active with the CASA program.

I understand that the information I am providing will be part of any request and that providing false information is a violation of Texas Penal Code Section 37.10.

Signature: \_\_\_\_\_

Date of Consent: \_\_\_\_\_

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## **Volunteer Acknowledgement Form & Release for Criminal Background Checks**

I hereby certify that the information submitted in this application is correct and accurate to the best of my knowledge. I hereby authorize CASA of the Sabine Neches Region to investigate my background as part of the screening process to determine my fitness / appropriateness as a potential volunteer. I authorize CASA of the Sabine Neches Region to secure the following record checks: Social Security number verification; criminal records from the court jurisdiction in which I currently reside and work; state criminal records; FBI or other national criminal database; National Sex Offender Registry; and, Child Abuse Registry or Child Protective Services check where permissible by law. I give my permission for my references to be checked which may include past employers, volunteer organizations and personal references. I understand that all the information will be held in strict confidence and used only for the purpose of determining my suitability as a volunteer. I understand that not all applicants who apply to be a volunteer are chosen to participate in the program and that CASA of the Sabine Neches Region reserves the right to deny an applicant into the volunteer program for any reason. If a volunteer applicant refuses to sign a release of information form or submit the required information or fingerprints for any of the checks required, the CASA program will reject the applicant.

I understand that qualities of a successful CASA volunteer include interpersonal skills, compassion, punctuality, and reliability. I further understand that if concerns arise, CASA reserves the right to reject an applicant at any time, including during the training process or after certification.

**As a CASA of the Sabine Neches Region volunteer I will be willing to:** (Please check each box for "Yes")

- Commit a minimum of a year to being a CASA volunteer
- Complete CASA's 30+ hour volunteer training program
- Participate in 12 hours of continuing education training yearly
- Visit in person at least monthly with the child(ren) to which I may be assigned
- Prepare written reports to the court with guidance from CASA staff
- Participate and attend court hearings and meetings on my child's case during regular business hours
- Record and turn in a monthly log of my activities on my case.

If unforeseen circumstances prevent me from fulfilling this goal, I will submit my written resignation to the Program Director with as much advance notice as possible.

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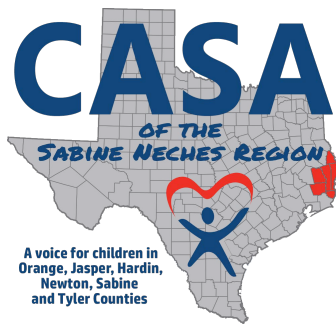
Name (Please Print)

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Signature

Date

*Thank you for completing this volunteer application for CASA of the Sabine Neches Region!*



## The Screening Process

For every Child Advocate, the screening process begins with an application and includes passing a criminal history check and a Child Protective Services background check.

### **CRIMINAL HISTORY CHECK**

A criminal history check is comprised of local, state, and national arrests or convictions of misdemeanor or felony charges in addition to sex offender checks and Social Security Number verification. The results will allow CASA of the Sabine Neches Region to determine a candidate's eligibility to volunteer. Please follow these steps, reading thoroughly, before beginning the process.

At this time, the cost of this check is \$39.95. **CASA will reimburse all applicants for this cost if all of the following conditions are met:**

1. You have disclosed all criminal history on your application
2. You do not have criminal history which would disqualify you, at the discretion of CASA of the Sabine Neches Region, from serving as a CASA Child Advocate.
3. You keep the receipt for payment at your appointment, for \$39.95, and submit to Kris Wright before the end of your training class
4. You complete Pre-Service Training and are sworn in as a CASA Child Advocate

We do not wish to exclude anyone from service on the basis of this expense. If, for any reason, you would like to discuss possible alternatives, please contact the Executive Director.

### **How do I complete this check?**

#### **Step 1.**

Visit <https://uenroll.identogo.com/>

Enter Service Code **11F26K**

Select Schedule or or Manage Appointment

Enter Name/Method of Contact Information

Enter Organization ID **21590**

Answer Agency Identifier Question

Answer Citizenship Questions

Answer Personal Info Questions (select "No" when asked about a coupon code)

Complete Address Section

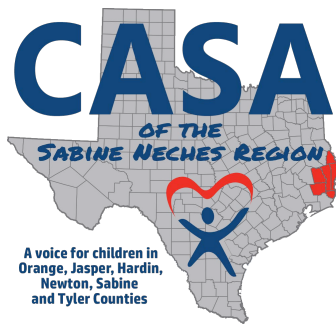
Complete Documentation Section

Enter your Zip Code to find/select the nearest location near you

Select the date and time you would like to make your appointment and submit

Make note of the phone number in case you need to change/reschedule your appointment time.

**Step 2.** Bring your required documentation with you to your appointment. **Please make your appointment at least 5-7 days before the first day of the training class you choose to take.**



**Step 3.** Bring a check or money order, credit or debit card and your driver's license to your appointment. Please arrive early as missing your appointment will force you to reschedule for another time and/or date.

**Step 4.** Retain and submit your receipt received by the fingerprinting office, to the Office Administrator for reimbursement.

**IMPORTANT:**

- If you have CPS history or criminal history which may prevent you from serving as a CASA Volunteer, **DO NOT** schedule a criminal history check without first consulting the Director of Advocate Services.
- You will only be reimbursed the cost of the checks which are pre-selected for you by choosing NCPA ( Service Code 11F26K) and listing the CASA ORG ID (21590). Unless you select additional services, **the price at your checkout should be exactly \$39.95**
- To be sure you do not miss your appointment, please print directions from a website (such as MapQuest or Google Maps) and leave with adequate time.
- **If you are unsure about ANYTHING at any point, please contact the Director of Advocate Services. CASA cannot be responsible for the cost of appointments which do not provide all necessary checks, do not designate CASA as the recipient, or are made in error**

**CHILD PROTECTIVE SERVICES (CPS) CHECK**

This allows CASA to know if you have previous history with CPS of a nature which would preclude you from working directly with the children CASA serves. Once the Child Advocate Application is completed legibly with physical signatures and submitted to CASA for processing, you will not need to take further action.

