



Volunteer Agreement

As a CASA volunteer of the San Francisco CASA Program (hereafter SFCASA), I agree to comply with the following mandates to SFCASA by the National, State, and Local CASA Associations, Judicial Council of California, and Rules of Court (CRC 5.552, 5.655) and Welfare and Institutions Code (WIC 100-110).

- ◆ I understand that as an Officer of the Court, I am bound by all rules of confidentiality (CRC 5.552; WIC 103(e) and 103(i)).
- ◆ I understand that I am a mandated reporter of any suspected incidence of child abuse pertaining to my case. I will notify the SFCASA office of any accident, injury, child abuse report or any other incident involving the CASA (myself) and/or my assigned CASA youth within 48 hours of the incident.
- ◆ I will follow the guidelines for my case as established with my assigned case supervisor, understanding that any time my actions are deemed inappropriate, I will be removed from the case and the court order will be revoked.
- ◆ Once assigned a case, I will check in by telephone, writing, or in person with my assigned case supervisor on a minimum monthly basis.
- ◆ I will use Advocate Link (AL) to complete and submit timely logs detailing each activity and contact made with regards to my case.
- ◆ Quarterly surveys cover one Judicial Council quarter. I agree to complete and submit the survey at the beginning of each new quarter unless other arrangements have been made with my assigned case supervisor and the permission of the case supervision manager or program director in consultation with the data specialist.
- ◆ I will keep SFCASA informed and AL updated of all changes in names, addresses, phone numbers, assignments, etc., for all individuals involved in my case.
- ◆ I will submit to my assigned case supervisor a court report draft no later than three weeks in advance of the youth's court hearing. I will obtain permission from an SFCASA case supervisor before submitting any written documents or correspondence pertaining to my case to the court.
- ◆ I will participate in the annual volunteer review and assessment process.
- ◆ I will have a complete SFCASA Transportation Permission on file with SFCASA before transporting the youth(s) assigned to me.
- ◆ I will not transport the youth assigned to me in a motor vehicle operated by me without a valid driver's license issued by the State of California. I will submit a copy of my valid CA driver's license via AL upon renewal. I will obey all traffic and other laws while performing the duties of an SFCASA volunteer.
- ◆ If I will be operating a motor vehicle while volunteering as a CASA, I will maintain automobile insurance (that is in my name or that clearly lists me as an additional driver). I will submit proof of insurance via AL every six months, or upon

renewal. In the event that my car insurance is terminated or revoked, I will not transport the CASA youth assigned to me until insurance is re-instated.

- ◆ In accordance with California law, all children under the age of 8 years or smaller than 4'9" must be transported in a car seat or booster. I will follow this law as it applies to the youth assigned to me.
- ◆ I will not administer prescription and over-the-counter medication to the youth assigned to me unless instructed to do so by emergency response personnel. Further, I will not transport controlled pharmacological substances prescribed to my assigned CASA youth.
- ◆ As an SFCASA volunteer I will complete 12 hours of required continuing education annually, 4 hours of which will be on-site continuing education offered by SFCASA.
- ◆ I will not act as a public spokesperson or a representative of SFCASA in any public forum or speak to the press regarding CASA without direct permission from the SFCASA Executive Director or Board of Directors. I will not form or join any online chat rooms, blogs or email distribution groups as a "CASA and/or SFCASA volunteer," nor will I discuss any CASA related information on such sites. I will adhere to SFCASA's Social Media policy.
- ◆ I acknowledge that I am prohibited from giving legal or therapeutic advice to the youth assigned to me.
- ◆ I will provide contemporaneous disclosure to my assigned case supervisor of any involvement in any criminal or civil actions in which I am named as a party.
- ◆ I will not make placement arrangements for the youth assigned to me.
- ◆ I will not take the youth assigned to me to my home, workplace, or place of worship, nor will I introduce them; to my family, friends, colleagues, etc. I will not take the youth on any overnight trips.
- ◆ As an SFCASA volunteer and role model, I will neither smoke nor drink alcohol in the presence of the youth assigned to me.
- ◆ I will neither carry on my person nor transport firearms in the presence of the youth assigned to me.
- ◆ I will not provide gifts to the youth assigned to me other than those provided to me by SFCASA and in agreement with my assigned case supervisor.
- ◆ Upon my removal as the CASA to a youth I will return all physical case materials to the SFCASA office either in person or by registered mail within two weeks of my removal and delete all electronic case materials.
- ◆ Should I seek to volunteer with any other CASA/GAL program I agree to allow SFCASA to provide information requested by any other CASA/GAL program related to my performance, tenure and volunteer status.

ADVOCATE SIGNS BEFORE SWEARING IN CEREMONY

Advocate First Last (please print)

Signature

Date

PD SIGNS BEFORE SWEARING IN CEREMONY

First Last, SFCASA Program Director

Date