

Utah Advocate Responsibility Checklist

CASA VOLUNTEER RESPONSIBILITIES CHECKLIST

Review this list periodically while investigating and monitoring a case to ensure that you are focused on the needs of the child.

In- Progress Completed

		1.	Review the file, read the petition, get case assignment instructions from the Guardian ad Litem and your CASA volunteer supervisor.
		2.	Make your first appointment with the child and the placement. Plan on approximately 30-45 minutes for your first visit. Email the GAL and your supervisor when you connect with the child.
		3.	Meet with the child at least twice a month—no matter how young or old—to determine how the child feels about what is going on in his/her life.
		4.	Meet with the principal and then the child’s teacher, baby sitter, or any other person who has had substantial contact with the
		5.	Appear at all hearings if possible. Verify to make sure the child will be attending the hearing.
		6.	Attend Child and Family Team Meetings (CFTM) related to the child if possible. Ask periodically if there are any meetings coming up.
		7.	Determine what, if any, special problems or unmet the needs the child has (e.g., counseling, a special school program, transportation, after-school care, medical treatment, etc.).
		8.	Assist in developing resources for the child that meet his/her needs, and contact appropriate agencies or persons. This might be for special educational needs (e.g., tutoring), social needs (e.g., a mentor, a sports team, or a scouting opportunity), placement needs (e.g., contacting a relative), medical or psychological treatment needs, or resources for any other identified need.

		9.	Email the GAL after visits or at least monthly. Email the hearing report for the GAL and also the Educational Questionnaire. Send them to the GAL and to your supervisor at least two weeks before the hearing.
		10.	Review written recommendations for court from case worker.
		11.	Inform the child about the outcome of all court hearings and keep the child updated about the aspects of the case.
		12.	Continually monitor the case, repeating the above activities to ensure orders of the court are being followed by all parties and current needs of the child are being met. Make a determination as to whether the parents are correcting the situation that led to the petition and /or removal.
		13.	Read the Advocate Newsletter and attend the in-services.
		14.	Keep in touch with the CASA volunteer supervisor for guidance and support.