SAMPLE VOLUNTEER REFERENCE FORM

Standard 7.B.8.b.

Applicant Name_____ Date_____

The above person has applied to become a volunteer of CASA Program, Inc. and has given permission to use you as a reference.

CASA volunteers are appointed by Family Court Judges to promote the best interests of children that have been abused or neglected, gathering and reporting pertinent information to the Court. It is important that you openly and candidly give your views about this applicant since they will be working directly with vulnerable children and those directly involved in their well-being. Selected applicants will receive 33 hours of training and ongoing program supervision. The information you provide will enable us to assess the applicant's ability to serve as a volunteer for CASA Program, Inc. Thank you.

This information will remain confidential.

How long have you known the applicant?

How do you know the applicant?

SCALE QUESTIONS:
Please rate your answers based on the scale below:

1. Strongly Agree	***2. Agree***	***3. Disagree***	***4. Strongly Disagree***	***5. Unsure/Don't Know***

1) I know the applicant well.
1 **2** **3** **4** **5**

2) The applicant demonstrates an ability to be adaptable to various circumstances.
1 **2** **3** **4** **5**

3) The applicant takes responsibility for their actions.
1 **2** **3** **4** **5**

4) The applicant demonstrates the ability to complete projects and activities.
1 **2** **3** **4** **5**

5) The applicant demonstrates the ability to handle confidential information.
1 **2** **3** **4** **5**

6) The applicant is able to handle stressful situations in a composed manner.
1 **2** **3** **4**

Credits: CASA of Bastrop County, CASA of Southeast Texas

1. Strongly Agree	*2. Agree*	*3. Disagree*	*4. Strongly Disagree*	*5. Unsure/Don't Know*

7) The applicant is objective and nonjudgmental of the behavior and/or lifestyles of others.

1 **2** **3** **4** **5**

8) The applicant is respectful of children and their needs.

1 **2** **3** **4** **5**

9) The applicant can stand up for children and promote their best interests.

1 **2** **3** **4** **5**

Please list the three adjectives that best describe the applicant.

_____
_____
_____

Would applicant have problems working with any of the following groups?

Men

Women

Persons of Certain Racial and Ethnic Identities

Persons with Certain Religious Beliefs/Practices

Physically or Mentally Disabled Persons

Lesbian, Gay, Bisexual or Transgender (LBGT) Persons

Please indicate how the applicant has handled the following situations:	**Excellent**	**Good**	**Fair**	**Poor**	**Never Observed**
Public Speaking					
Dealing with sensitive/controversial issues					
Defending a position on an issue					
Defusing a Highly Charged Situation					

Please rate applicant in following skills	**Excellent**	**Good**	**Fair**	**Poor**	**Never Observed**
Writing Skills					
Interviewing Skills					
Interpersonal Skills					
Initiative					
Political Savvy					
Self-Assurance					
Leadership					

Credits: CASA of Bastrop County, CASA of Southeast Texas

Overall, I'd give the applicant the following recommendation for the CASA/GAL program:

☐Excellent ☐Very Good ☐Good ☐Fair ☐I have some reservations.

Please add any additional comments on your view of the applicant's ability to advocate for children in the foster care system.

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Would you like the opportunity to discuss this reference further?

☐Yes, please call me. ☐No

Phone Number:_____

Best Times of Day to Call:_____

Would you like to receive more information about CASA Program, Inc.?

☐Yes ☐No

Email Address:_____

Preferred Mailing Address:

_____

_____

Credits: CASA of Bastrop County, CASA of Southeast Texas