

DOCUMENTATION OF VOLUNTEER SCREENING & TRAINING ASSESSMENT FORM

Program: _____ Reviewer: _____ Review Date: _____

		File 1	File 2	File 3	File 4		
Volunteer Initials							
Volunteer Sworn in Date							
Standard #	Full Standard	File Assessment Criteria	File 1	File 2	File 3	File 4	SUM
4.B.3.	Volunteers take an oath of confidentiality upon completion of the National CASA/ GAL Association pre-service training and sign a statement of confidentiality upon acceptance of each case.	Date of signed statement of confidentiality after training					
		Date of signed statement of confidentiality on current case					
5.B.2.	Ensures and monitors screening of all staff, volunteers and members of the governing board as follows: Obtains the names of three (3) or more references that are unrelated to the applicant.	The file contains documentation of three or more references, either written or documented by the program in writing, who are unrelated to the applicant.					
5.B.3.c-e	Ensures and monitors screening of all staff, volunteers and members of the governing board as follows: Obtains written authorization and information for the CASA/GAL program and other appropriate agencies to secure, and secures, a background check on each prospective staff person, volunteer and governing board member initially, and at least every two (2) years if there are no rap back services, to include: c. A fingerprint-based search conducted by the Texas Department of Public Safety (TDPS) in conjunction with the Federal Bureau of Investigations (FBI). If unable to complete a fingerprint-based check after two attempts as determined by DPS, a name based criminal history check shall be completed with re-checks annually. The CASA/GAL program shall retain documentation allowed by DPS. d. National sex offender registry maintained by US Department of Justice and Texas Public Sex Offender Registry maintained by TDPS, if not included in the fingerprint-based check. e. Child Abuse and Neglect Central Registry maintained by the DFPS in accordance with federal law and Texas Family Code 261.002.	ABCS and Fingerprint Background checks has been successfully completed.					
NEW 8.B.6.a.c	Screens prospective volunteers. Upon selection, prior to assignment of a case, the CASA/GAL program obtains signed agreement from each volunteer to the following written policies: a. Conflict of interest policy. c. Social media policy.	The file contains a. Conflict of interest policy.					
		c. Social media policy					
8.C.3.	Trains volunteers. The National CASA/GAL Association Pre-Service Training is to be delivered in accordance with the one of the National CASA/GAL Association modalities and for the duration specified by the chosen modality, for a minimum of 30 hours , including in-person contact for CASA/GAL program staff to evaluate the applicant's suitability to serve as a volunteer, as specified by the chosen modality.	The file contains documentation of 30 hours of required preservice training.					
8.C.8.	Trains volunteers. In addition to 30 hours of pre-service training, if allowed by the court, the CASA/ GAL program requires each volunteer to visit the court served while the court is in session to observe abuse/neglect proceedings before appearing in court for an assigned case.	The file contains documentation of courtroom observation (not included in the 30 hours of required preservice training).					

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NEW 8.C.9.	Trains volunteers. The CASA/GAL program ensures that volunteers complete 12 hours of continuing education annually (pro-rated based on the volunteer’s date of swearing in) consistent with National CASA/GAL Association guidelines and the CASA/GAL program documents completion of this requirement for each volunteer. Continuing education hours should be related to the work of best interest advocacy and can be completed through a variety of sources and delivery methods such as education events hosted by the local CASA/GAL program or state organization (such as an annual conference), program-approved externally provided opportunities (in person or online), National CASA/GAL Association webinars, program-approved books and videos. To encourage a diverse learning experience, no more than four (4) hours of continuing education should be completed by reading books/articles.	The file contains documentation of 12 hours of in-service training annually.					
TAC 377	Annual Cultural Diversity Training- 377.115(e)(4) A local volunteer advocate program must provide cultural diversity training for volunteers, employees, and directors on an annual basis.	The file contains documentation of cultural diversity training					Include above score
NEW 8.E.6.	Supervises volunteers. The CASA/GAL program supervisor conducts a review of the case and the volunteer’s performance of the job description of a CASA/GAL volunteer on an ongoing basis and as a component of case closure.	The file contains documentation of a performance evaluation conducted on an ongoing basis. The file contains documentation of a performance evaluation conducted at case closure.					
8.F.2.	Establishes and adheres to volunteer administration policies and procedures. Each volunteer receives a copy of the current volunteer policies and procedures and provides signed acknowledgement of reading and understanding the policies which is retained by the CASA/GAL program in the volunteer’s record.	The file contains documentation of signed acknowledgement or form of acknowledgment of read and receipt current policy.					
NEW 8.F.10.e.i	Establishes and adheres to volunteer administration policies and procedures. When the practice of transporting children is not prohibited in the state, and the CASA/GAL program allows staff or volunteers to provide transportation for children, the CASA/GAL program: e. When allowing use of a personal vehicle for transportation of children, ensures that the staff or volunteer who has agreed to provide the transportation: i. Has passed a motor vehicles division record check annually.	The file contains documentation the volunteer has passed a motor vehicles division record check annually .					
8.F.10.e .ii	Establishes and adheres to volunteer administration policies and procedures. When the practice of transporting children is not prohibited in the state, and the CASA/GAL program allows staff or volunteers to provide transportation for children, the CASA/GAL program: e. When allowing use of a personal vehicle for transportation of children, ensures that the staff or volunteer who has agreed to provide the transportation: ii Provides annually to the CASA/GAL program a copy of a valid unexpired current driver’s license, and proof of adequate personal automobile insurance that meets the required state minimum if one exists or the CASA/GAL program’s insurance carrier minimum if absent a state minimum.	The file contains documentation of a copy of volunteer’s valid unexpired current driver’s license. The file contains documentation of personal automobile insurance that meets the required state minimum.					
Total sum of file score divided by 60 = Volunteer File Assessment Percentage							