

Responsibilities of Volunteer



Responsibilities of CASA Volunteer/GAL

- A GAL ensures that the child's best interests are represented at every stage of the case.
- A GAL maintains strict confidentiality at all times.
- A GAL reviews records and interviews appropriate parties involved in the case including, but not limited to, all children in the case to gather information for the court.
- A GAL maintains complete records and documentation about the case, including appointments, interviews, and information gathered.
- A GAL prepares a written report for all court hearings stating findings and recommendations.
- A GAL attends all court hearings (including pre-trial conferences and negotiations).
- A GAL attends all staffing and meetings relative to the children they represent such as Foster Care Review Board, whenever possible.
- A GAL monitors the parties' progress and compliance with the treatment plan and/or orders of the court.
- A GAL visits with the child(ren) involved every four weeks and provides updates to CASA.
- A GAL is not related to any parties involved in a case assigned to him or her or employed in a position and/or agency that might result in a conflict of interest.
- A GAL performs all duties in a courteous, professional manner.
- A GAL makes an immediate report of any incident of suspected child abuse and/or neglect to the CASA office as well as the appropriate authorities (DSS).
- **A GAL understands they are not to transport children or persons named in their appointed case.**
- **A GAL understands they are prohibited from taking a child in their case to their home.**
- **A GAL understands they are prohibited from giving legal advice and/or therapeutic counseling.**
- **A GAL understands they are prohibited from making placement arrangements.**
- **A GAL understands they are prohibited from giving money or expensive gifts to the child and/or the child's family.**

- **A GAL does not provide direct services to any parties that could lead to a conflict of interest or potential liability, or cause a child or family to become dependent on the GAL for services that should be provided by other agencies or organizations.**
- A GAL turns in their personal file, including any and all information on the case, to CASA at the closure of each case. The GAL should also delete and erase all case information and files from their personal computer if used.

I agree to the above responsibilities. I understand violation of this agreement may result in my dismissal from the program.

Volunteer Signature

Date