



Court Appointed Special Advocates
FOR CHILDREN

SACRAMENTO COUNTY

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Web site: www.sacramentocasa.org

REFERENCE QUESTIONNAIRE

NAME OF VOLUNTEER APPLICANT BEING REVIEWED _____

The above-referred applicant has given the CASA program to contact you as a reference.

Although CASA is a volunteer position, the duties carried out by a CASA are extremely important. As advocates for children who have been victims of abuse and/or neglect, volunteers must be *responsible, articulate and mature*. This reference form will be used to asses the candidate’s ability to carry out the role of a Court Appointed Special Advocate. Selected CASA applications will receive 35 hours of training and ongoing program supervision. Once appointed to a case, the CASA will research the case, interview all relevant parties, and prepare written reports for the presiding judge.

Please do not hesitate to call if you seek any additional information about CASA. Thank you for agreeing to take a few minutes to fill out this form.

Please use the enclosed envelope to return this questionnaire.

THIS DOCUMENT IS CONFIDENTIAL. ONLY AUTHORIZED PERSONNEL MAY REVIEW

1. How long have you known the applicant? In what capacity?

2. Do you have knowledge of how the applicant relates to children? Y N
If yes, please describe briefly:

3. Have you observed the applicant in any of the following situations? If so, could you explain how the applicant handled the situation?

	OBSERVED YES/NO	SITUATION WAS HANDLED:		
		GRACEFULLY	COMPETENTLY	WITH SOME DIFFICULTY
Public speaking				
Working with sensitive or controversial issues				
Defending a position on an issue with colleagues				
Defusing a potentially explosive situation				

4. What three adjectives best describe the applicant?

5. How well does the applicant finish projects and activities?

- Very Well
 Well
 Average
 Below Average

6. How would you rate the applicant's:

	EXCELLENT	GOOD	FAIR	POOR	NEVER OBSERVED
Writing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interviewing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Political savvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Would you describe the applicant as a leader? As self assured? yes
 no

8. Overall, I would give the applicant the following recommendation for CASA:

- Excellent
 Very Good
 Good
 Fair
 I have some reservations

9. Please rank the applicant on the following by circling the ranking numbers (1 being the lowest and 5 being the highest.) If you have had no opportunity to observe the applicant in a particular capacity, please note that by circling “N”

- A. Applicant’s relationship to own children and/or the children of others. 1 2 3 4 5 N
- B. Ability to use & maintain confidential information appropriately. 1 2 3 4 5 N
- C. Ability to remain objective in difficult situations and maintain respect for differing values or views. 1 2 3 4 5 N
- D. Ability to problem solve or reach decisions, working independently. 1 2 3 4 5 N
- E. Ability to deal with hostility, anger, and other emotional attitudes. 1 2 3 4 5 N
- F) Ability to carry out assignments in a timely manner. 1 2 3 4 5 N
- G) Maturity, stability, sound judgement and sound character. 1 2 3 4 5 N
- H) Openness to learning, ability to accept supervision and direction. 1 2 3 4 5 N
- I) Concern for children and an understanding of family relationships. 1 2 3 4 5 N
- J) Ability to respect and relate to people from various backgrounds and lifestyles (economic, cultural, educational, etc.) in a variety of settings. 1 2 3 4 5 N
- K) Ability to transport self to a variety of locations. 1 2 3 4 5 N
- L) Ability to gather and accurately record factual information. 1 2 3 4 5 N

<p>Last Updated: May 24, 2004</p>

10. To your knowledge has the applicant ever been:

- A) Arrested of a crime? Y N
- B) Arrested for a crime against a child? Y N
- C) Arrested for a violent felony? Y N
- D) Arrested for a sex crime? Y N

- E) Convicted of any crime within the past 5 years of this date (excluding vehicle code infractions, but including vehicular misdemeanors or felonies)? Y N
- F. Arrested or convicted of any crime not mentioned above? Y N
- G. The parent or spouse of the parent (or significant other of the parent) of a child who has been:
- the subject of a child abuse/neglect/abandonment report to a protective or law enforcement agency? Y N
 - an adjudicated dependent of any juvenile court? Y N
 - placed under informal supervision in any county's children's social service agency? Y N

If you answered "yes" to any of the questions in Section 3, please explain (attach additional sheets if necessary):

Do you have any concerns in regard to this applicant's ability to work with children?

Y N

If yes, please explain _____

Do you feel that the applicant will be able to advocate effectively for a child in the juvenile dependency system? Y N

In your opinion, what are the applicant's strengths? _____

Weaknesses? _____

Additional Comments

Signature

Date

Print Name

Address: _____

Work Phone: _____

Home Phone: _____