



CHURCHILL COUNTY CASA

CASA APPLICATION PROCEDURE

STEP 1: Information Session

Attend a group or individual information session with the Program Manager so you have a clear idea of what a CASA is and what you can expect throughout the application process.

STEP 2: Application and Interview Process

For the protection of our advocates and the children we advocate for, this is a thorough, in-depth process. In order to be invited to interview, the applicant must provide the following documents to:

De Vere Karlson, Program Manager

Churchill County CASA
73 N. Maine, Suite B, Fallon, Nevada 89406
Phone: (775) 423-6088 ex 255
Fax: (775) 423-8578
Email: dkarlson@churchillcourts.org

1. **Completed application.** Can be emailed, faxed, mailed or dropped off at the CASA Office (application is available online).
2. **Copy of current driver's license.** Submit by email, fax or mail.
3. **Copy of automobile proof-of-insurance card.** Must have your name stated on card. Submit by email, fax or mail.

4. **DMV Full Driver Record.** Obtain Full Driver Record in person from DMV. Submit by email, fax, mail or in person.
5. **Three completed Reference Forms.** Reference Forms must be submitted directly to the Program Manager from your references by email, fax or mail.

Once your application and copies of your driver's license and proof-of-automobile insurance card have been received, the Program Manager will then review your application and start the initial screening process that includes a local criminal background check. You will be contacted to set up an interview with the Program Manager. The interview will last approximately 60 minutes and because of the types of issues that CASA's deal with; we have to ask some questions that cover some sensitive issues. It is important for us to be aware of the personal experiences you will be bringing with you into your role as a volunteer.

After a successful interview and initial screening, to be accepted into the CASA program you must pass the following: (all these procedures are paid for by the program):

- State and National Background Check.
- National Sex Offenders Registry Check
- Social Security Verification Check
- Child Abuse and Neglect Screening Check

STEP 3: Volunteer Initial Training

After acceptance into the CASA program, you must complete mandatory classroom training of 40 hours taught by the Program Manager and other professionals. This training includes a visit to District Court to witness actual DCFS cases, which takes place Tuesday mornings.

STEP 4: Case Assignment

Once the initial training is complete, and you've been sworn in as a Special Advocate of the court, you will meet with the Program Manager to receive your first case assignment.