CASA Volunteer Monthly Activity Report

(Please submit this report to the CASA office by the 5th of each month. Reports maybe emailed, mailed, faxed or given by phone)

CASA Volunteer's name _____ Date: _____

Please fill-in each blank, use N/A if not applicable.

1. **Total # in person meetings with child or children within the last 30 days _____**
2. **Date the child or children were last seen _____**
3. **Total # of hours on case this month _____**
4. **Total # of child placement changes this month _____**
5. **I've read this month's copy of the CASA program's Newsflash:**

   Place an "X" next to: Yes No

6. **I'd like for CASA Staff to contact me about changes in my case:**

   Place an "X" next to: Yes No

Please remember to include:

- **Time spent consulting with CASA Staff, including initial case briefing**
- **Travel time to and from visits**
- **Time spent making notes and writing court report at home**

I certify that this is an accurate record of the hours I worked as a volunteer Court Appointed Special Advocate of Kay and Noble County. I certify that this report is an accurate record of the requested information concerning my activities. I certify that I maintain current automobile liability insurance coverage for any vehicle used for CASA activities.

Signed _____

Revised 09/08