

## **TRAINING:**

All CASA volunteers will be provided with a training manual that includes copies of pertinent federal, state, and local laws. It will also include policies and procedures that relate to the program.

Topics to be covered in training are, but not limited to: instruction on the Courts and welfare systems; child abuse and neglect issues; relevant state and federal laws; permanency planning and family preservation; cultural awareness; confidentiality and ethics; and the roles and responsibilities of a CASA volunteer.

No person will be allowed to work or volunteer in any capacity that has not completed thirty (30) hours of initial training. All volunteers will be sworn in by the Judge as an officer of the Court. You will also sign an Oath of Appointment at this time, a copy will be given to you and one will be kept in your CASA file. After required training is complete, Court observation time (three hours or more) and being sworn in, assignments will be made.

Persons who have missed a training session may make up those sessions at the next regularly scheduled training or in individual sessions at the discretion of the Program Director. Contact the office and speak with the Director in order to schedule make-up sessions.

## **ONGOING TRAINING: \* UPDATE 1-9-12**

The volunteer must successfully complete twelve (12) hours of CASA/volunteer ongoing training each year. Training approval is to be at the discretion of the Program Director.

At least 6 hours of this on-going training MUST be face to face: which can include in-service training with an approved CASA Program (Warrick or Vanderburgh) or lunch meetings with Warrick County Staff to train on specific case work.

Half of the training can be non-traditional training which can include but is not limited to 1 hr. for movies or books on related volunteer work, 1 hr. for classes taken in related fields, .25 hr. for reading the monthly newsletter if you advise program staff upon completion, any other approved trainings or materials sent out by the Warrick County program staff.

## **TRAINING CANCELLATION POLICY: \*ADDED 1-27-14**

Warrick County CASA will follow the same cancellations as the Warrick county School Corporation.