

# CASA VOLUNTEER PRE-SERVICE TRAINING SCHEDULE



July 11, 2019 – August 27, 2019

Please review the complete training schedule below. All 17 hours of classroom training must be completed in person with CASA staff. There are also 13 hours of at-home assignments, which totals 30 hours of training. New recruits must also complete 3 hours of CPS courtroom observation and return the completed courtroom observation form to the Recruiter/Trainer by 8/26/2019. **New recruits will be sworn in on Tuesday, August 27, 2019.** Make-up classes (if needed), will be scheduled during the week of 8/19/2019 – 8/23/2019, but times will vary based on CASA staff availability. If you note a conflict on your calendar for more than three (3) of the classroom training sessions or the Swear-In Ceremony on August 27, 2019 at 5:30 p.m., please notify Karli Barger, CASA Recruiter/Trainer, by emailing [kbarger@casabellcoryell.org](mailto:kbarger@casabellcoryell.org) or by calling (254) 831-9880. Thank you!

DATE(S)	CLASS/ASSIGNMENTS	TIME	HOURS
7/11/2019	<b>Orientation: Overview of CASA &amp; Blended Training</b>	5:30 p.m. – 7:00 p.m.	1.5
7/16/2019	<b>Classroom training: CASA Supervisor Role</b> Guest Speaker Denise Hanley, CASA Supervisor, will only be present at the 5:30 p.m. session. <b>Chapter 1: The CASA/GAL Volunteer Role</b>	11:00 a.m. – 1:30 p.m. <b>OR</b> 5:30 p.m. – 8:00 p.m.	2.5
7/18/2019	<b>Classroom training: Address to New Recruits by Judge</b> The Judge will only be present at the 5:30 p.m. session. <b>Chapter 2: The Wellbeing of the Child</b>	11:00 a.m. – 1:30 p.m. <b>OR</b> 5:30 p.m. – 8:00 p.m.	2.5
7/22/2019 – 7/26/2019	<b>At-home learning: Chapters 3 – 5</b> Understanding Children & Families, Communication, & Confidentiality		7
7/30/2019	<b>Classroom training: CPS/CVS Reporting</b> Guest Speaker Michelle Hamilton, Lead CASA Supervisor, will only be present at the 5:30 p.m. session. <b>Review of Chapters 3 &amp; 4</b>	11:00 a.m. – 1:30 p.m. <b>OR</b> 5:30 p.m. – 8:00 p.m.	2.5
8/1/2019	<b>Classroom training: Investigation &amp; Report Writing</b> <b>Review of Chapter 5 &amp; Introduction to Chapters 6 – 8</b>	11:00 a.m. – 2:00 p.m. <b>OR</b> 5:30 p.m. – 8:30 p.m.	3
8/5/2019 – 8/9/2019	<b>At-home learning: Chapters 6 – 8</b> Bias, Competencies, and CASA Advocacy		6
8/13/2019	<b>Classroom training: Using Optima for Volunteer &amp; Case Management</b> <b>Review of Chapter 6</b>	11:00 a.m. – 1:30 p.m. <b>OR</b> 5:30 p.m. – 8:00 p.m.	2.5
8/15/2019	<b>Classroom training: Supervisor Panel/Q&amp;A Session</b> <b>Review of Chapters 7 &amp; 8</b>	11:00 a.m. – 1:30 p.m. <b>OR</b> 5:30 p.m. – 8:00 p.m.	2.5
8/19/2019 – 8/23/2019	<b>Make-up classes will be scheduled between 8:30 a.m. and 5:30 p.m. during this week.</b> If you have missed one or more classes and foresee any conflicts scheduling your make-up sessions during this week, please notify the Recruiter/Trainer as soon as possible to ensure you are able to meet all pre-service training requirements prior to the swear-in date.		
<b>Total Hours</b>			<b>30</b>
8/26/2019	<b>CPS Courtroom Observations are due by this date at 5:30 p.m.</b>		3
8/27/2019	<b>Swearing-In Ceremony with the Judge</b>	5:30 p.m. – 7:00 p.m.	1.5

*This schedule is subject to change, but all new recruits will be notified in advance of any changes.*

