

CASA VOLUNTEER PRE-SERVICE TRAINING SCHEDULE

September 12, 2019 – October 22, 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 10/22/2019. **New recruits will be sworn in on Tuesday, October 22, 2019.** Make-up classes (if needed), will be scheduled during the week of 10/14/2019 – 10/18/2019, 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 October 22, 2019 at 5:30 p.m., please notify Karli Barger, CASA Recruiter/Trainer, by emailing kbarger@casabellcoryell.org or by calling (254) 831-9880. Thank you!

DATE(S)	CLASS/ASSIGNMENTS	TIME	HOURS
9/12/2019	Orientation: Overview of CASA & Blended Training	5:30 p.m. – 7:00 p.m.	1.5
9/17/2019	Classroom training: CASA Supervisor Role Guest Speaker Denise Hanley, CASA Supervisor, will only be present at the 5:30 p.m. session. Chapter 1: The CASA/GAL Volunteer Role	11:00 a.m. – 1:30 p.m. OR 5:30 p.m. – 8:00 p.m.	2.5
9/19/2019	Classroom training: Address to New Recruits by Judge The Judge will only be present at the 5:30 p.m. session. Chapter 2: The Wellbeing of the Child	11:00 a.m. – 1:30 p.m. OR 5:30 p.m. – 8:00 p.m.	2.5
9/23/2019 – 9/27/2019	At-home learning: Chapters 3 – 5 Understanding Children & Families, Communication, & Confidentiality		7
10/1/2019	Classroom training: CPS/CVS Reporting Guest Speaker Michelle Hamilton, Lead CASA Supervisor, will only be present at the 5:30 p.m. session. Review of Chapters 3 & 4	11:00 a.m. – 1:30 p.m. OR 5:30 p.m. – 8:00 p.m.	2.5
10/3/2019	Classroom training: Investigation & Report Writing Review of Chapter 5 & Introduction to Chapters 6 – 8	11:00 a.m. – 2:00 p.m. OR 5:30 p.m. – 8:30 p.m.	3
10/7/2019 – 10/11/2019	At-home learning: Chapters 6 – 8 Bias, Competencies, and CASA Advocacy		6
10/15/2019	Classroom training: Using Optima for Volunteer & Case Management Review of Chapter 6	11:00 a.m. – 1:30 p.m. OR 5:30 p.m. – 8:00 p.m.	2.5
10/17/2019	Classroom training: Supervisor Panel/Q&A Session Review of Chapters 7 & 8	11:00 a.m. – 1:30 p.m. OR 5:30 p.m. – 8:00 p.m.	2.5
10/14/2019 – 10/18/2019	Make-up classes will be scheduled between 8:30 a.m. and 5:30 p.m. during this week (on Monday, Wednesday, and Friday). 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.		
Total Hours			30
10/21/2019	CPS Courtroom Observations are due by this date at 5:30 p.m.		3
10/22/2019	Swearing-In Ceremony with the Judge	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.

