**CASA VOLUNTEER MONTHLY REPORT**

*Email report to your Volunteer Coordinator by the 10th business day of the following month (e.g. January’s report is due the 10th business day of February)*

Month:

CASA Volunteer’s Name:

Case Name (Child’s or Children’s Names):

Case Updates: (changes in case workers or other professionals, changes in placement or other circumstances)

Please mark the contact/activities you’ve had this month and the number of contacts/activities:

|  |  |
| --- | --- |
| *Example: Yes 2* | *Visits with the child* |
|  | Foster Parents Contacted |
|  | Visit/Contact with the Child or Children |
|  | Biological Parents Contacted |
|  | Review DHHS Reports, Assessments, Other Court documents |
|  | Write CASA Report |
|  | Team Meeting |
|  | CASA Staff Contacted |
|  | Attended Court |
|  | School Staff or other Professionals Contacted |
|  | Other Case Related Activity (please specify) |

**Please list the topics and/or services that were discussed during the team meeting or during other contacts (such as a home visit or school visit). *Examples may be: Discussing visitation moving from Supervised to Monitored, A referral being made to EDN for a child that may be exhibiting developmental delays, An updated IEP if circumstances have changed or is outdated, transportation needs etc.***(a partial list is fine – this is required for reporting on our VOCA grant)

Notes, Comments or Other Issues/Concerns:

Case Hours for the month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Case Mileage for the month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_