



**Mail** 412 West Phillips  
 Suite 107  
 Conroe, TX 77301  
**Email** Volunteer@CASASpeaks4Kids.com  
**Phone** 936.441.5437  
**Fax** 936.760.4180  
**Web** www.CASASpeaks4kids.com

## Administrative & Development Volunteer Application

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The criteria used to select volunteers of CASA Child Advocates of Montgomery County are designed to ensure that the individual is able to meet the responsibilities of a CASA volunteer. No individual will be excluded on the basis of race, color, religion, national origin, gender, age, or disability.

### General Information

Date	Date of Birth	-	-	
Last Name		First		
Address			Apt. No.	
City	State	Zip Code		
Have you lived outside of Texas within the past seven years?				
If yes, please list the city and states you have lived in over the past seven years:				
Primary Number	-	-	Secondary Number	- -
E mail Address				

### Demographic Information

Please check the appropriate box.

Marital Status  
  Single  
  Married  
  Widowed  
  Divorced  
  Partner

Education  
  High School Diploma  
  Some College  
  College Degree  
 Post Graduate  
 PhD/MD  
 Other

Languages Spoken  
  English  
 Spanish  
 Other

### Employment/Volunteer History

Employment Status  
 Full Time  
 Part Time  
 Retired  
 Self-Employed  
 Student  
 Homemaker  
 Unemployed

Employer:  
School:

Please list any other current community activities and memberships in any clubs, churches and other organizations.

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## **Types of Volunteer Opportunities**

*Please check as many as interest you! And feel free to include notes if there is something you would like us to know.*

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**Administrative Support**

- Data entry, filing, phone calls, mail support, making sign-in sheets, emails, scheduling, project management, writing thank you notes
  - IT support
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**Fundraising Activities & Events**

- Helping CASA with corporate donations
  - Participate on the SuperHero 5k Run Committee
  - Annual Gala Event Help
  - Soliciting for auction items
  - Grant Proposal writing
  - Online research for fundraising
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**Marketing & Communications**

- Write and produce newsletters, web articles, online media
  - Distribute brochures, flyers, and business cards
  - Photography/Videography
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**Volunteer Recruitment and Outreach**

- Planning and setting up informational events
- Identifying and contacting organizations and events to invite CASA to speak
- Following up with sponsors, hosts, partners, or businesses to survey their experiences with CASA

**Conducting workshop presentations for Advocates**

**Other:**

Do you have any special skills/training that would be a help to you at CASA Child Advocates?

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**References***Name**Company**Telephone Number**E Mail Address**Relationship to Volunteer Applicant*

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*Name**Company**Telephone Number**E Mail Address**Relationship to Volunteer Applicant*

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**Emergency Contact***Name**Telephone Number*

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**Information Release**

I authorize CASA of Montgomery County and any law enforcement agency they authorize, to investigate my background to determine my fitness as a potential volunteer. I understand that a failure to authorize this release of information and subsequent record checks will disqualify me from becoming a volunteer.

Date of Birth

- -

Social Security

- -

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**\*Signature/Volunteer****Date**

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**Signature/Staff****Date**

**\*Please do not use an electronic signature, you will be asked to sign this document in person.**



## Confidentiality Policy

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It is the policy of Child Advocates of Montgomery County, Inc. that Volunteers of CASA may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with CASA to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom Child Advocates of Montgomery County, Inc. has authorized disclosure. Volunteers shall use confidential information solely for the purpose of performing services as a Volunteer for CASA. This policy is not intended to prevent disclosure where disclosure is required by law.

Volunteers must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, Volunteers should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a Volunteer's service in the office or upon termination of the relationship with Child Advocates of Montgomery County, Inc., he or she will return, at the request of CASA, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

Revised July 2009

**By my signature below, I acknowledge having read the Confidentiality Policies above and will agree to fulfill these requirements.**

\*Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

**\*Please do not use an electronic signature, you will be asked to sign this document in person.**