

Standard Exception Documentation

In-Person Contact

Standard: The CASA/GAL volunteer shall meet in-person with the child once every thirty (30) days at a minimum. An exception may be granted at the discretion of program staff; however, the justification and reasons for a decision to permit less frequent in-person contact must be documented as to the justification and reasonableness of the exception.

Date: _____

CASA Volunteer: _____ CASA Supervisor: _____

Child's Name: _____

Location of Child: _____

Distance between CASA/GAL Volunteer and Child: _____

Describe frequency of CASA's contact with child: _____

Indicate Situational Factors

- Child Illness
- CASA/GAL Illness (or family illness)
- Runaway
- Incarceration
- Treatment Center with "No Contact" Policy
- Phone Contact Sufficient
- Excessive Distance
- Provide time and mileage: _____
- Other: _____

Describe alternative plan to monitor child: _____

Supervisor's Signature

Volunteer's Signature