REFERENCE REQUEST

Re: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear

 The above-referenced applicant has given the CASA program permission to contact you as a reference. Although CASA is a volunteer position, the duties carried out by a CASA are extremely important. As advocates for children who have been victims of abuse and/or neglect, volunteers must be *responsible, articulate and mature*. This reference form will be used to assess the candidate’s ability to carry out the role of a Court Appointed Special Advocate. Selected CASA applicants will receive 30 hours of training and ongoing program

supervision. Once appointed to a case, the CASA will research the case, interview all relevant parties, and prepare written reports for the presiding judge. Please do not hesitate to call if you seek any additional information about CASA. Thank you for agreeing to take a few minutes to fill out this form.

1. How long have you known the applicant? In what capacity do you know him/her? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Do you have knowledge of how the applicant relates to children? 􀂉 yes 􀂉 no

If yes, please describe briefly: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Have you observed the applicant in any of the following situations? If so, could you explain how the applicant handled the situation?

Public speaking:

Working with sensitive or controversial issues:

Defending a position on an issue with colleagues:

Defusing a potentially explosive situation:

4. What three adjectives best describe the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. How well does the applicant finish projects and activities?

􀂉 Very Well 􀂉 Well 􀂉 Average 􀂉 Below Average

6. How would you rate the applicant’s:

 EXCELLENT GOOD FAIR POOR NEVER OBSERVED

Writing skills 􀂉 􀂉 􀂉 􀂉 􀂉

Interviewing skills 􀂉 􀂉 􀂉 􀂉 􀂉

Interpersonal skills 􀂉 􀂉 􀂉 􀂉 􀂉

Level of motivation 􀂉 􀂉 􀂉 􀂉 􀂉

Political savvy 􀂉 􀂉 􀂉 􀂉 􀂉

7. Would you describe the applicant as a leader? 􀂉 yes 􀂉 no

Overall, I would give the applicant the following recommendation for CASA:

􀂉Excellent 􀂉Very Good 􀂉Good 􀂉Fair 􀂉I have some reservations

9. Please add any additional comments here summarizing your view of the applicant’s ability to work with court professionals on behalf of an abused child:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Signature Date