

**Reporting form
Guidance**

1. **Volunteers name:** You
2. **Month:** Month hours were volunteered
3. **Date:** date of activity
4. **Case name:** Name of child protection case
5. **Activity:**

Training: training attended in community, Team CASA

Visit with Child: required monthly visit, time spent with child

Visit with family: time spent with family involved in child protection case

Court: time in court, and waiting.....

Community Contacts: time spent on investigation and follow up

Other: if it doesn't fit in above explanations use other. Give a brief description.

6. **Time:** time spent volunteering. Round up to nearest .25 of an hour
7. **Issues/concerns:** please include any issues or concerns you may have with this case and have not yet discussed with your coordinator.
8. **Signature:** please remember to sign this form or if submitting electronically, place your initials here

**Please turn this form in by the 5th of each month. Volunteer hours are
calculated into our funding by the Supreme Court.**