

**NOTE: FAILURE TO RETURN THIS REFERENCE LETTER TO CASA OF THE SOUTH PLAINS, INC. MAY RESULT IN THE POTENTIAL VOLUNTEER NOT BEING ACCEPTED INTO THE CASA PROGRAM.**

Date: \_\_\_\_\_

Prospective Volunteer Name: \_\_\_\_\_

Reference Person's Name: \_\_\_\_\_

CASA (Court Appointed Special Advocate) of the South Plains, Inc. 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 neglect, volunteers must be responsible, articulate, and mature. This reference form **MUST BE COMPLETED BY A NON-RELATIVE**. It 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 on-going program supervision. Once appointed to the child/ children, the CASA will research the case, interview/interact with all relevant parties, and prepare written reports for the presiding Judge.

1. How long have you known the applicant? In what capacity?
2. Do you have knowledge of how the applicant relates to children? **(circle one)** Yes No  
If yes, please describe briefly.
3. When and where have you observed the candidate working with young children?
4. Would you be comfortable having the applicant assigned to mentor someone in your family?
5. What skills does this candidate demonstrate in working with young children?
6. Have you observed the applicant in any of the following situations? If so, could you briefly explain how the applicant handled the situation?

Observed  
Yes/No

Situation Handled  
Gracefully/ Competently/ Some Difficulty

Public Speaking:

\_\_\_\_\_

Sensitive or  
Controversial issues:

\_\_\_\_\_

Defending a position on  
An issue with colleagues:

- \_\_\_\_\_
7. What three adjectives best describe the applicant?

8. How well does the applicant finish projects and activities? (circle all that apply)

- Very well
- Well

- Average
- Below Average

9. How would you rate the applicant's:

What to Rate	Excellent	Good	Fair	Poor	Never Observed
Writing skills					
Interviewing Skills					
Interpersonal Skills					
Level of Motivation					
Political Savvy					

10. Would you describe the applicant as a leader? Self-assured?

11. How long did the candidate work with you? Why did he or she leave? Who was his/her immediate supervisor?

12. Does this individual ask for support from the supervisor or colleagues when needed?

13. How does the candidate handle frustration and criticism on the job or in their personal life?

14. In your opinion, are there any reasons why placing vulnerable clients in the care of the candidate would expose the clients to undue risk or harm?

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

- Excellent
- Very Good
- Good
- Fair
- some reservations

16. Please add any additional comments here summarizing your view of the applicant's ability to work with court professionals on behalf of abused children.

----- PLEASE PRINT-----

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**If you would like more information about becoming a CASA, please check here: []**

Please return this document to our office ASAP by fax (763-2273) or mail (#24 Briercroft Office Park, Lubbock, Texas 79412) to ensure that the above-mentioned candidate will be eligible for the next training class. Please feel free to contact me at (806) 763-2272 or by email at [peggye@lubbockcasa.org](mailto:peggye@lubbockcasa.org) if you have any additional questions/comments. Thank you for agreeing to take a few minutes to fill out this form.

Sincere thanks,

*Peggy Espinoza-Horn*  
Recruitment & Training Director