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| CASA VOLUNTEER MONTHLY REPORT |

This report is due for the prior month's activities on the 5th OF EACH MONTH. Text

Description automatically generated

CASA Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Year: \_\_\_\_\_\_\_\_\_\_\_

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| Child(ren) Name(s): |  |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| Next Court Date: |  | Hearing Time: |  | Last Case Plan: |  | Attended? | Y  N |

**Individual Case Contacts:**

# Please list below the dates, contacts, types of contacts, amount of time spent, and miles. Include any attempted contacts that were not completed. Insert another row or use another page if necessary.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE | **NAME OF CONTACT**  ***List role of contact*** | **ATTEMPT** | **PHONE** | **EMAIL** | **IN**  **PERSON** | **TOTAL MILES** | **TIME**  **SPENT**  15-minute increments | **CONTACT NOTES** |
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|  | TOTALS |  |  |  |  |  |  |  |

**Group Case Contacts:**

# Please list below the dates, meeting participants, meeting type, amount of time spent, and miles. Insert another row or use another page if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE | **MEETING PARTICIPANTS** | **MEETING TYPE** | **TOTAL MILES** | **TIME**  **SPENT**  15-minute increments | **CONTACT NOTES** |
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**Please check the correct boxes. Explanation, if necessary.**

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| --- | --- | --- | --- | --- | --- |
| **Has there been a change in placement?** |  | **Yes** |  | **No** |  |
| **Are visits taking place as ordered by the Court?** |  | **Yes** |  | **No** |  |
| **Are other court orders being followed?** |  | **Yes** |  | **No** |  |
| **Has this child been abused within the last 30 days? If so, report by whom.** |  | **Yes** |  | **No** |  |

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| WORK DESCRIPTION | TIME SPENT  15-minute increments |
| Driving |  |
| Note-taking, Review of Records, Report Writing |  |
| Interviews |  |
| Continuing Education |  |
| TOTAL |  |

**Additional notes for CASA Staff or updates regarding the case:**

*What other changes have occurred in the case or updates about the child that are not listed in the sections above?*

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