

Cumberland County CASA Program  
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Carlisle, PA 17013

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### **CASA Volunteer Reference Guidelines**

You have been asked to provide a letter of reference for \_\_\_\_\_ who is applying to become a volunteer with the Cumberland County CASA Program. The CASA Program trains concerned citizens over age 21 to be advocates for children who are victims of neglect and/or abuse and are under the care of the Cumberland County Juvenile Court. This position requires an average of 10-20 hours per month and at least an 18-24 month commitment on the part of the volunteer.

The main responsibilities of a CASA Volunteer are fourfold:

- **Gathering Information** about the current and background facts thoroughly as a fact-finder for the judge
- **Advocating** for the child's best interest by providing a factual written report to the judge and speaking for the child in the courtroom
- **Facilitating** communication in the case
- **Monitoring** the case until its completion

Please write a letter outlining the length of time and in what capacity you have known the applicant and what you perceive to be the strengths and/or weaknesses he/she brings to this volunteer position. Also include a method of contact, as it is the policy of the CASA Office to verify all references received.

Letters may be submitted by:

- Mail to Cumberland County CASA Program, 1 Courthouse Square, Suite 301, Carlisle, PA 17013
- Fax to 717-240-6460
- Email to [casa@cumberlandcountypa.gov](mailto:casa@cumberlandcountypa.gov)