PRE-TRAINING DOCUMENT INSTRUCTIONS

FORMS WE NEED FROM YOU …In this packet, you'll find the following forms that we would appreciate having completed, signed, and returned to us by the second week of training.

1. ***LIVE SCAN (Fingerprint) Receipt***
    There is a fee of approximately $55 - $60 for the three background checks (Department of Justice (DOJ), FBI, and Child Abuse Central Index (CACI)). We ask that trainees cover the cost of this fee.

    Please add your personal information to the "Application Information" section on the "Request for Live Scan Service" form before going in for your live scan. After your fingerprints have been scanned, a copy of our form will be returned to you. Please ***provide CASA a copy of this***, and keep a copy for your records. If there is a problem with your live scan, CASA needs the receipt in order to reprocess your prints.

2. ***DMV Authorization for Release of Driver Record Information***
    o   Please add your name, Driver's License number, date, city, state, county, and signature to the top portion of this form. Upon receipt, we'll complete the bottom half of the form and process it with DMV.

3. ***Advocate Demographics Survey***
4. ***CASA Advocate Service Agreement***
5. ***Confidentiality Policy (this form must be signed every time you are assigned to a new child or youth)***
6. ***Conflict of Interest Policy***
7. ***Social Media Policy***
8. ***Media Release Form***
9. ***Sharing Contact Information Authorization***

<u>**ITEMS TO BRING WITH YOU TO THE FIRST CLASS**</u>
Please bring to your first class:
1. ***Social Security Card***
2. ***Current Driver's License***
3. ***Current Auto Insurance Declaration page*** (liability/deductible information).
    This page can be a bit tricky as each insurance company's forms differ. The following items must appear on this document:
    o   Your name
    o   Period of coverage
    o   Coverage $ amounts

If you have any questions or concerns about any of the above, please contact me at (831) 222-3965 or email karen@casaofmonterey.org.

Thank you for your assistance in this process!
Karen Trevino