

## Checklist for New Local CASA/GAL Program Director



### *Developing key relationships within your CASA/GAL community:*

- Board of directors/governing body members
- Program staff
- Volunteers
- Judge and other court personnel
- State and National CASA personnel
- Social service personnel
- Funders
- Community stakeholders
- Peer CASA directors
- Founders

### *Reviewing key documents of your program:*

- Standards for Local CASA/GAL Programs* – the Self-Assessment measures compliance with National CASA Standards. Many items on the list below are included in the Self-Assessment Indicators of Compliance. Some state CASA organizations have standards in addition to National CASA’s.
- Governance documents – articles of incorporation, by laws, codes of conduct or ethics
- Financial documents – budget, financial statements, balance sheets, IRS form 990, audit or financial review
- Strategic plan
- Memorandums of understanding – with court and social services – others
- Organizational policies and procedures
- Personnel documents – personnel policies, job descriptions, personnel files, staff evaluations
- Funding sources – who, for what, reporting requirements, timeline for reapplication
- State statute and/or court rules – the sources of authority for CASA to operate within the court
- Data collection and evaluation mechanisms
- Risk management plan
- Diversity plan

### *Becoming familiar with key resources:*

- State director and/or state staff
- National CASA regional program officer
- [www.CASAforChildren.org](http://www.CASAforChildren.org)
- Key resource documents (all available at [CASAforChildren.org/Publications](http://CASAforChildren.org/Publications))
  - *National CASA Member Resources Guide*
  - *Guide to Program Development*
  - *Standards for Local CASA/GAL Programs*
  - *Achieving Our Mission*
  - Other publications

### *Participating in key activities:*

- Attending volunteer training
- Observing in court
- Developing a calendar/list of recurring organizational deadlines –e.g. taxes, payroll, grant applications, grant reporting deadlines