

Monthly Activity Summary For Month/Year _____

Volunteer _____ **Child** _____

Case Supervisor _____

Please check off the boxes pertaining to the case-related activities you participated in during the month listed above and note the amount of time spent on each activity that applies. If you did not participate in one or more of activities listed, **do not** check off the corresponding box and put a "0" in the space for the time spent.

I. Contact with Child

- Visiting the child _____ hours and _____ minutes
- Traveling to visit the child _____ hours and _____ minutes
- Phone contact with the child _____ hours and _____ minutes

Part I Total for Month _____ hours and _____ minutes

II. Contact with Parties on Case

- Face-to-face contact with biological parents or relatives _____ hours and _____ minutes
- Phone contact with biological parents or relatives _____ hours and _____ minutes
- Face-to-face meetings with professionals involved on case other than your CASA Case Supervisor (i.e., the social worker, therapist, attorney, school personnel, doctors, foster parents, group home staff, etc.) _____ hours and _____ minutes
- Phone contact with professionals involved on case other than your CASA Case Supervisor (i.e., the social worker, therapist, attorney, school personnel, doctors, foster parents, group home staff, etc.) _____ hours and _____ minutes

Attendance at Meetings and Court Hearings

- Attending meetings such as IEPs, Citizens' Review Board meetings, treatment team meetings, etc. _____ hours and _____ minutes
- Attending a Court Hearing _____ hours and _____ minutes

Contact with CASA Case Supervisor and In-Service Participation

- Attending monthly Case Supervision _____ hours and _____ minutes
- Phone/e-mail contact with your CASA Case Supervisor _____ hours and _____ minutes
- Attending monthly In-Service training _____ hours and _____ minutes
- Participating in Alternative In-Service (if eligible) _____ hours and _____ minutes

Travel Not Directly Related to Visiting Child

- All travel not directly related to visiting the child (including travel to and from supervision, in-service, meetings, Court, etc.) _____ hours and _____ minutes

Case Research and Documentation

- Completing Contact Sheets, Monthly Activity Summary, and any other documentation _____ hours and _____ minutes
- Writing and editing a Court Report _____ hours and _____ minutes
- Reading a court record or other reports (including DHHS court reports, psychological/educational assessments, etc.) _____ hours and _____ minutes

Other Activity

- Please list any other activity you participated in pertaining to your case that is not listed above. _____ hours and _____ minutes

Part II Total for Month _____ hours and _____ minutes

Total All Contact for Month: _____ hours and _____ minutes