**CASA Cares Fund**

**Instructions, policies and forms**

Policies and Procedures:

CASA of SWMI is grateful for the support of the Berrien Community Foundation to create funds to support child needs. The following policies and procedures will apply:

1. The need requested must be for a child who has been assigned to the CASA SWMI program with jurisdiction in Berrien County. We are unable to support SJC children at this time with these funds. If you have a need for a child under the jurisdiction of SJC, please reach out to Jamie or Lyndsey directly as we usually have some funding to support these needs.
2. The need must be one that can’t easily be provided by any other source. ***Easily*** is defined as readily available prior to the time the child needs the item or service and includes anything that supports the best interests of the child. This could include clothing items, sports equipment, school-related items, a special meal for a sibling visit and some extracurricular activities (for example, a school field trip). It is unlikely that the fund will support large-scale items, such as a new computer.
3. The child may reside anywhere and in any type of placement so long as jurisdiction is in Berrien County.
4. Only the CASA Volunteer may request funds from the CASA Cares Fund.
5. A volunteer may access this fund for a child multiple times however, this fund is not appropriate for ongoing programs or needs (such as weekly tutoring).
6. All decisions are at the discretion of the CASA Cares Committee
7. If approved, payment will be made by the program to the service provider, store, volunteer or facility within 72 hours of receipt of the committee’s decision. Receipts or estimates must be included with the request. Payment may be made to the volunteer as reimbursement upon presentation of receipts.
8. Note that funding is limited and when funds are expended, we are unable to accept requests.

**CASA Cares Fund**

**Application**

The CASA Cares Fund was established through the generosity of the Berrien Community Foundation to support the unmet needs of CASA children. Before completing this form, please review the CASA Cares policies and procedures. Forward the completed form to Jamie@casaswmi.org

Date: Click or tap here to enter text.

CASA Volunteer: Click or tap here to enter text.

CASA Child/ren: Click or tap here to enter text.

Amount requested: Click or tap here to enter text.

Current placement:

[ ]  foster home [ ]  relative placement [ ]  CCI/Residential [ ]  Detention

[ ]  other, please specify: Click or tap here to enter text.

What is the need/request, (please be as detailed as possible)? Click or tap here to enter text.

How will fulfilling this need benefit the child/ren? Click or tap here to enter text.

What other organizations or sources have been requested to provide for this need and what was their response? (from you or other sources) Please be specific. Click or tap here to enter text.

Briefly explain why other sources are unable to provide this need on a timely basis? Click or tap here to enter text.

Has this child/family received CASA Cares Funds in the past? [ ] Yes [ ]  No

If yes, when and under what circumstances? Click or tap here to enter text.

Have you determined that the placement supports this need? For example, if you are requesting technology, is the placement supportive of the child having that technology? If your youth is in a residential placement, is this item allowed? [ ]  yes [ ] No

The check should be made payable to: Click or tap here to enter text.

Where should funds be sent? To whose attention? Click or tap here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click or tap to enter a date.

SIGNATURE DATE:

***This section for CASA Cares Committee:***

Members participating in decision (at least 3):

[ ] APPROVE [ ]  DENY [ ]  need additional information (please specify)

Notes/questions: Click or tap here to enter text.

Noted on spreadsheet? [ ] yes [ ]  No

Sent approval/denial/info request to CASA ED on: Click or tap to enter a date.

***For CASA Office:***

Received approval/denial: Click or tap to enter a date.

Date Funded: Click or tap to enter a date., staple receipt to this document.

Notes: Click or tap here to enter text.