CASA of Milam County
Court Appointed Special Advocates of Milam County
Board Membership Application
(If additional space is needed, please use and attach a separate sheet)

Name: _____ **Date of Birth**: _____

Social Security #:_____ **Birth City & State:** _____

Drivers License # & State: _____ **Sex:** _____

Race/Ethnicity:_____

Home Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Cell Phone #:_____ **Work Phone #:** _____

Home Phone #: _____ **Email:** _____

Maiden Name & any other names used:_____

Emergency Contact:

Name: _____ **Relationship:** _____

Address: _____

Phone # (cell): _____

Briefly describe your background and interests:

_____

_____

_____

_____

_____

How long have you lived or worked in Milam County? _____

Education: _____

_____

_____

What reason(s) would compel you to serve on the CASA of Milam County Board of Directors?

_____

_____

What expertise or special skills do you possess that may help the CASA of Milam County Board of Directors function more effectively?

_____

_____

_____

_____

I have experience or expertise in these areas: (please check all that apply)

____ fundraising ____ expansion ____ finances _____ human resources ____ marketing

____ legal issues ____ community awareness ____ leadership ____ planning ____ communication

_____

_____

_____

List any leadership position(s) you may be interested in:

_____

_____

_____

Please check the following for acknowledgement of your commitment.

Knowledge and preparation:

- ☐ Educate myself on the nonprofit (CASA of Milam County), its history, goals, clients/constituency, staff, current situation, problems and needs.
- ☐ Keep abreast of national, state and local trends that affect the nonprofit and its clients or constituency.
- ☐ Education myself on the roles and responsibilities of the Board as a whole, as well as those of individual Board members.

Participation:

- ☐ Participate in the tasks of the Board.
- ☐ Be an enthusiastic and knowledgeable voice for the nonprofit.
- ☐ Serve actively on at least one committee; understand how committees relate to the Board.
- ☐ Act as an advocate for the nonprofit and the people we serve.
- ☐ Contribute financially to the nonprofit/provide fundraising contacts/in-kind donations.
- ☐ Participate in discussions at meetings, ask probing questions and seek relevant answers before voting.
- ☐ Report to the Board, in written or verbal form, as appropriate.
- ☐ Recognize my role as a member of the team.

Experience:

Past Board experiences: Please list name of Board and any offices served.

_____

_____

_____

_____

Past work experience: _____

_____

_____

Where are you presently employed and what are your responsibilities?

_____

_____

_____

_____

CASA of Milam County Board Members refrain from positions of conflict of interest or the appearance of conflict of interest, whether it is financial, professional or personal.

Do you think you might have such a conflict? If so, please explain.

_____

_____

_____

_____

Are you currently in a paid position with a non-profit organization? If so, please explain.

_____

_____

_____

Have you volunteered for this non-profit before? _____ Yes _____ No

The integrity of CASA of Milam County, in its work for children, is of primary importance. CASA of Milam County cannot accept applicants if they have been convicted, or have prior charges, or have charges pending for a felony or misdemeanor involving a sex offense, violent act, child abuse or neglect, delivery of illegal drugs, or related acts that would pose risk to children or the CASA program's credibility. Furthermore, as an applicant you attest to the fact of not having a prior or ongoing CPS case of neglect or abuse (unfounded allegations that have been cleared by CPS as to having no basis do not apply). If elected, at any point any of the previous questions/situations become true, you will voluntarily step-down from your held Board position.

If there is a potential problem in this area, please explain._____

_____

Background Checks

Volunteers in any agency service (Board members or volunteers) and those assigned to specific office tasks will be asked to submit to national, state, and local background criminal checks. CPS Central Abuse/Neglect Registry Check, and reference checks. If the board member has resided in another state during the past five years a background check will be requested from that state. All criminal background checks must include l) a sex - offender registry check; and 2) a fingerprint based criminal background check from the FBI; 3) a CPS Central Abuse/Neglect Registry Check; and 4) Social Security number verification. Board members who do not agree to these checks, cannot be accepted.

CASA of Milam County does not accept applicants if they, or an immediate family member, have been convicted, have had prior charges or charges pending for a felony or misdemeanor involving sex offenses, violent act, child abuse, neglect, delivery of illegal drugs or any act that would pose a risk to children or to the program's credibility. A sex-offender registry and CPS Central Abuse/Neglect Registry check as previously outlined will be repeated every year on all staff, board members, and volunteers in any capacity. Failure to disclose information during the application process or during active volunteer or board service with the organization about pending criminal charges or personal CPS involvement may result in non-acceptance into or discharge from the organization.

Every CPS Central Registry, reference check, and national, state, and local background checks will be reviewed by the Executive Director prior to the board member's acceptance to the program. For any returned background checks (initial or repeated yearly) the Executive Director will immediately notify the Board of Directors.

If an applicant is found to have committed a misdemeanor or felony that is not listed in the paragraph above, the Board of Directors will consider the potential impact to the credibility of CASA of Milam County before accepting or refusing the applicant as a board member.

The process of nomination to the Board of Directors involves a criminal background check. This, along with a nominating committee review and interview, and election at regular meeting, necessarily takes a certain amount of time. We appreciate your patience through this process!

Membership is official when the person attends a meeting of the Board and completes the pledge forms for ethics, confidentiality and commitment. Please feel free to contact Rachel Owens, CASA of Milam County Executive Director, at 512-429-1336 or any Board of Directors member about the nomination process or any other questions you have.

I have truthfully responded to all the questions on this application:

_____ _____

Board Candidate's Signature **Date**

****Please attach the enclosed Authority Release of Information with this application. A background check will be completed only for those individuals invited and selected to serve on the Board.**

CASA of Milam County Unrelated References Request

Please provide three (3) references of which you are unrelated.

Potential Board Member Name: _____

_____

Reference #1

Name: _____

Contact #:_____

Email: _____

_____

How long have you known the aforementioned reference?: _____

The nature of your relationship: _____

_____

Reference #2

Name: _____

Contact #:_____

Email: _____

_____

How long have you known the aforementioned reference?: _____

The nature of your relationship: _____

_____

Reference #3

Name: _____

Contact #:_____

Email: _____

_____

How long have you known the aforementioned reference?: _____

The nature of your relationship: _____

_____

CASA of Milam County
AUTHORITY FOR RELEASE OF INFORMATION

CASA of Milam County will complete a criminal record check with the Texas Department of Public Safety (DPS), Texas Department of Family and Protective Services (DFPS), and TLO XP on all potential employees/volunteers upon application. If fingerprints are not eligible for the DPS Rap Back service, CASA of Milam County will run a name based criminal history check through TLO XP annually, as long as the employee/volunteer is involved with the organization. This is done to ensure the employees/volunteers have not been convicted of an offense that would be potentially detrimental to a child or the CASA program.

A CASA program does not accept applicants if they have been convicted, have prior charges, or have charges pending for a felony or misdemeanor involving a sex offense, violent act, child abuse or neglect, or related acts that would pose risk to children or to the CASA program's credibility.

To complete the background checks, the following information is needed (please print):

Name:_____
___ Last First Middle

Other names used:(maiden, married, etc.):_____

Address:_____
Street City State Zip Code

Have you lived out of the state of Texas or out of Milam County in the last five years?

- ☐ No
- ☐ Yes, If yes, where:_____

SSN: _____ Driver's License #& State:_____

Other driver's licenses you may hold:_____

Date of Birth: _____Place of Birth (City, State): _____**Sex: M__ F__**

"I hereby authorize the Department of Public Safety, Texas Department of Family and Protective Services and TLO XP to release to CASA any record of information concerning my driving record and any crime committed or alleged to have been committed by me. This includes but is not limited to arrest records and conviction data.

I hereby release the Department of Public Safety, Texas Department of Family and Protective Services and TLO XP as custodian of such records, including all officers, employees, or related personnel, both individually and collectively, from any and all liability or for damages of any type which may at any time result to me, my heirs, family or associates because of compliance with this authorization. The Texas Department of Family and Protective Services may obtain information from the Texas Department of Public Safety, the Federal Bureau of Investigation, and other law enforcement agencies."

Signature: _____ Date: _____

APPLICANT/CONTRACTOR CONSENT & AUTHORIZATION TO RETAIN FINGERPRINTS

The Department of Public Safety (DPS) and Federal Bureau of Investigation (FBI) retain fingerprints to provide notification to agencies of future events to the criminal history record at the state and national level. In order for each applicant to participate in the Fingerprint-based Applicant Clearinghouse of Texas (FACT) and "Rap Back" (notification services), please have each applicant provide the following information:

Last Name	First Name	M.I.	Maiden Name if Applicable

Date of Birth	Last four SSN	DL/ID#	Employee/License# if Applicable

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated agency with which I am or am seeking to be employed, contracted, licensed, or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy, including 28 U.S.C. 534 and 34U.S.C. 41101.

Designated Services is Health and Human Service Commission (HHSC).

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the relevant agency. I also understand the agency may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

Signature Date

CASA of Milam County

Board Member Confidentiality Policy Acknowledgement

No Board member at this nonprofit shall knowingly disclose confidential information gained by reason of information shared at a Board meeting. This includes details about:

- property
- operations
- personnel
- policies
- affairs of the nonprofit
- case information

Board members shall not use information to advance any personal interest, financial or otherwise.

The nonprofit shall maintain confidentiality of employee and client records, and no Board member shall accept employment or engage in any business or professional activity that might be expected to induce him or her to disclose confidential information acquired by reason of serving this Board.

A breach of this policy will be reviewed by the executive committee and may result in Board dismissal.

_____ _____

Board Member's Signature Date