

PRINTABLE TRACKING FORM

Your time is important!

Please track the time you spend during the month on your CASA child's case, then complete and submit this form to your Advocate Supervisor by the 5th of the subsequent month.

Month:	
My name is:	
My supervisors name is:	
I advocate for:	
Hours on my cases this month:	
I spent this many hours on the child/children's education this month: <i>(speaking with teacher/supervisor/foster parent, parent, etc. about education, school related meetings, etc.)</i>	
I spent this many additional hours on my case this month: <i>(driving anywhere case related, phone calls, meetings, note/report writing, research, talking to social worker, foster parent, supervisor, etc)</i>	
For continuing education this month I: <i>(Name/ Date & Hours of training or presentation; Name of book/article & how many pages)</i>	
I drove this many miles for CASA activities this month: <i>(to/from visits, to/from trainings, to/from meetings, etc)</i>	_____ Miles Driven
Regarding my advocate supervisor this month I:	<input type="checkbox"/> Had a phone call <input type="checkbox"/> Had email contact <input type="checkbox"/> Met Face to face for _____ long
Other volunteering I did for CASA this month:	

Signature

Date

Mail to: CASA, PO Box 1168, San Luis Obispo, CA 93406

Fax to: 805-541-5637

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