CASA
Court Appointed Special Advocates
FOR CHILDREN
LUCAS COUNTY, OHIO

CASA/GAL Training Hours Submission and/or Reimbursement Form

Volunteers: You are mandated by National CASA Association Standards to complete 12 hours of in-service training each year. When you take a training, please complete this form in full and submit it to the CASA Office. The CASA Office will record and track your training hours for you. We will also reimburse you for a portion of your workshop/seminar cost pursuant to the CASA Training Reimbursement Policy, if you submit the completed form. **A current schedule of available training is always posted on the Lucas County CASA website (www.casakids.net) under the subsection 'In-Service Training'.**

CASA Name: _____ Legal Name: _____ Date Submitted: _____

Preferred Telephone Number: _____ Preferred E-mail: _____

I completed the following training (list INDIVIDUAL workshops, seminars, and/or classes):

Date	Workshop Title	Presenter (Need name and Credentials)	Start Time	End Time	Rule 8 Eligible?	Cost
					☐ Yes	
					☐ Yes	
					☐ Yes	
					☐ Yes	
		TOTAL HOURS *(staff will compute)*			TOTAL	

☐ Training CERTIFICATE attached/sent ◯ Yes ◯ No
◯ Scanned ◯ Faxed ◯ Mailed ◯ Delivered

☐ Workshop/Seminar *RECEIPT attached/sent ◯ Yes ◯ No
◯ Scanned ◯ Faxed ◯ Mailed ◯ Delivered

**Reimbursement cannot be sent until a receipt is submitted to CASA*

Please Mail Check To:

Your legal name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

For Office Use:

Date Rec'd in Office:

Date Posted to Casa Mgr:

Date to Treasurer:

Date Check to CASA:

Approved by Director ◯ Yes ◯ No

$$ to be Reimbursed: _____