**Advocate Reminders:**

### Do’s

- Do visit your CASA child at least monthly; Record your contacts in Optima promptly;

- Do contact your Advocate Supervisor prior to contacting any collaterals (school, daycare providers, therapists, etc.)

- Do refer to your CASA Training Manual for report writing, advocate role and case responsibilities, and other resources.

- Do regularly check your email and Optima logs

- Do ask your case worker to inform you of ACRs, Child & Family/Team Meetings, CIPPS, school/clinical staffings

- Do ask your Advocate Supervisor when in doubt.

- Do submit court reports two weeks prior to court date

- Do keep track of Continuing Education Credits in Optima (12 required annually)

- Do dress appropriately (business casual) for court hearings; arrive on time

- Do interact in a courteous and respectful manner with all parties and professionals

- Do communicate with your Advocate Supervisor/Staff if personal circumstances affect or prevent you from performing your case responsibilities.

### Don’ts

- Never discuss abuse/neglect details with the minor unless they start the conversation

- Never drive minors, foster parents, parents or other family members

- Never contact the Judge

- Do not share confidential case info with foster parents, teachers or others who are not a party to the case

- Do not purchase expensive gifts for minors (small token gifts ok for birthday/Christmas)

- Do not Facebook friend your CASA child or family, or share pictures of your child/family on social media

- Do not use last names of foster parents in reports or with parents

- Do not become enmeshed with any party to your case

- Do not be afraid to let you Advocate Supervisor know if you are having trouble meeting your responsibilities or when you have any problems or concerns!