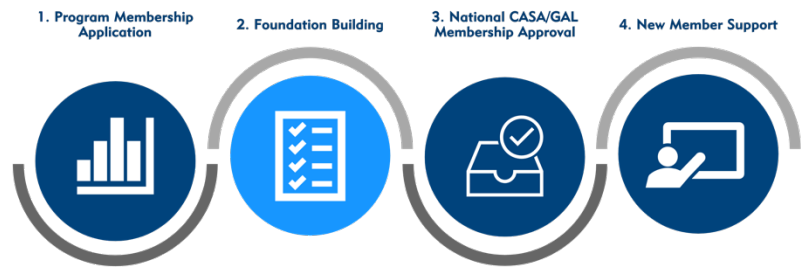


New Program - Foundation Building

PUBLICLY ADMINISTERED PROGRAMS

The National CASA/GAL Association for Children (National CASA/GAL) Program Membership Process guides state organizations and local programs in being intentional in their plans to increase the number of children served by a CASA/GAL volunteer by way of program development and National CASA/GAL membership. The National CASA/GAL Program Membership Process is required to start a new local program, change a program's governance structure and expand a program into an additional jurisdiction or county.



Once a potential program in either of the above categories is identified, the state organization completes and submits a Program Membership Application which must be approved by National CASA/GAL. Once the application is approved, the program will work through the Foundation Building component of the Program Membership Process. By the end of the Foundation Building phase of the National CASA/GAL Program Membership Process, the prospective CASA/GAL program will be submitted to the National CASA/GAL Board of Trustees for membership approval. Upon approval, the program will receive its custom logo and access to the National CASA/GAL Member Portal. The program will then work with National CASA/GAL to complete New Member Support.

Where applicable, the prospective program should adopt the administrative authority policies. **Documents in bold must be submitted to or reviewed by the National CASA/GAL during Foundation Building.**

REVIEW FOUNDATIONAL DOCUMENTS

- National CASA/GAL Core Model
- Role of Local Programs
- Role of a State Organization
- Role of National CASA/GAL Association
- *National CASA/GAL Association Standards for Local CASA/GAL Programs (Standards)*

REVIEW STATE'S LEGAL CHILD WELFARE STRUCTURE

INITIAL PROGRAM DEVELOPMENT

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- Develop written program **Mission and Values Statement**.
 - Develop a Conflict of Interest Policy approved or provided by the administrative authority.
 - Secure Secretary of State (or applicable agency) approval to raise charitable funds, if applicable.
 - **Proof of Insurance.** The program's administrative authority has the responsibility for determining the extent and nature of the liability protection. The program's administrative authority should inform the Program Director of the amount and type of liability protection provided for the program, staff, and volunteers.
 - Develop the prospective program's system for maintaining documentation of every administrative authority meeting pertaining directly to program policymaking or operations. A master file of the documentation should include dates, topics, and relevant attendance records kept with the program's official documents.

AGREEMENTS WITH COURT, STATE ORGANIZATION, AGENCY, UMBRELLA ORGANIZATION

- The prospective program and the court should develop a **Memorandum of Understanding (MOU) with the Court**. The MOU should be with each jurisdiction/court/county to be served (multiple courts require multiple MOUs). See *MOU with the Court Checklist and Exemplar*
- **Memorandum of Understanding with Umbrella Organization** if applicable. See *MOU with an Umbrella Organization Checklist*.

FISCAL MANAGEMENT AND FUNDING REVIEW

- **First-Year Program-Budget.** The prospective program and/or the administrative authority should develop a budget.
- Select financial management system (e.g., QuickBooks or Dynamics) if not provided by the administrative authority – consider pricing, flexibility, ability to include payroll, cloud-based systems, or as required by the administrative authority.
- Draft Operational Procedures, including the **Internal Financial Control Policy** or adopt the Internal Financial Control Policy of the administrative authority.
- Review National CASA/GAL Standard 6.C. regarding audits. Review administrative authority requirements.
- Begin to determine resource development needs, including current resources; plan for resource development and fundraising goals and strategies; people responsible; timeframes; outcome measures.

OFFICE SPACE

The prospective program will need office space or as provided by the administrative authority. Consider in-kind space that may be available.

HIRING OF THE PROGRAM DIRECTOR

- The administrative authority should establish reasonable job duties, salary and benefits for the Program Director or functional equivalent.
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- The administrative authority should develop the Program Director Job Description, which should include job title, purpose, function, hours required, qualifications/skills, specific duties and responsibilities, and method of supervision.
 - Determine recruitment options such as posting on a service such as Indeed or the National CASA/GAL website; interview questions; reference checks; and screening as required by National CASA/GAL standards. Review any requirements of the administrative authority.
 - Submit one to two-paragraph **Program Director biography** and submit **Program Director photo** to National CASA/GAL.

BRANDING STANDARDS / LOGO

- Review *National CASA/GAL Association Brand Guidelines and Intellectual Property Standards*.
- The Program Director of the prospective program must provide an **acknowledgment that they have reviewed and will abide by the *National CASA/GAL Association Brand Guidelines and Intellectual Property Standards***.

UPON COMPLETIONS OF FOUNDATION BUILDING

- The prospective program receives member portal credentials and a logo.
 - Up to 12 months of New Member Support with the National CASA/GAL.
 - Access to volunteer management resource, *Everyone Ready*.
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