



CASA MONTHLY CONTACT LOG

CASA'S Name:	Month/Year:
Child's Name:	Next Hearing Date:

Please enter all training hours (continued education), casework, and non-case work in Optima before the end of the month it occurred. Include mileage if you traveled. If you prefer, please fill out this form and return to CASA by the 7th of the month.

DATE	TRAINING HOURS (incl. travel time) AND MILEAGE	HOURS
	INITIAL TRAINING, CONTINUING EDUCATION and INSERVICE (seminars at CASA office or in the community)	
	INDEPENDENT STUDY (books, videos, tours, webinars, etc.):	
	TRAINING SUBTOTAL	
DATE	CASEWORK AND MILEAGE: phone calls, visits, interviews, report writing, etc. (incl. travel time). Please be sensitive to updates on shelter, educational, health and mental health matters.	HOURS
	CASEWORK SUBTOTAL	

DATE	NON-CASE WORK: Office or event volunteer, committee, etc.	HOURS
	OTHER NON-CASE WORK SUBTOTAL	
	TOTAL	
New Developments: changes in placement, social worker, counsel, etc.:		
Please include and attach any new contact information (phone, email, address, etc.):		

Please contact the CASA office with any important case information, questions, or concerns.
 Phone: 309.343.4299 - Email to your CASA Advocate or amcallister@casaofwestcentralillinois.com
 Mail to 311 E. Main St., Suite 412, Galesburg, IL 61401