



Covenant to Care for Children

*Helping Connecticut's
Children in Need.*

2011

Adopt A Social Worker Manual



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Chapter 1: Introduction to Covenant to Care for Children (CCC)

In this Chapter:

- ✓ Welcome
- ✓ The Vision and Mission of CCC
- ✓ A brief history of CCC
- ✓ An Overview of our Programs and Projects

Letter from the Executive Director

Welcome!

Now that you have agreed to participate in CCC's Adopt A Social Worker (AASW) program, we want to make sure you understand the program, and how you can best utilize it to serve children. Whether you are a Liaison representing an FBO, or a Social Worker at a child protection agency, this Handbook will give you a solid understanding of the AASW program. It contains all the essentials including samples of forms and ideas for adapting the program to fit your needs.

Every day thousands of children in CT suffer from abuse, neglect or poverty. At CCC we will do all that we can to help alleviate the suffering of these children. Since 1987, we have fulfilled the basic needs of these children by matching faith-based and civic organizations (FBO¹) with child protection workers. Through generous donations from the FBO, the worker can move beyond satisfying basic needs to the work of building a healthy family. Much of the work we accomplish together is preventative in nature and provides the caring support needed to stabilize a family. This unique and innovative model remains our core service to the community.

In addition to this Handbook, you always have the assistance of your Program Coordinator who is responsible for providing you with the support you need to be successful. We are working together, as a team, toward a future where all children have all they need for a successful and healthy life.

I look forward to meeting you. For now, welcome to the AASW program and thank you.

Sincerely,

Caryl Hallberg,
Executive Director

¹ For simplification all matched communities, both Faith-based and civic will be referred to as an FBO

The Why and the How

CCC Vision

Covenant to Care for Children works to create a future where all Connecticut children have caring families and safe places to live and all caring and faithful people demonstrate their own personal commitment to the welfare of children.

CCC Mission

Covenant to Care for Children mobilizes and channels the generosity of caring and faithful people to advocate for, mentor and provide direct assistance to Connecticut's children and youth who are neglected, abused or at-risk.

CCC Values

- Child-centered
- Responsive to needs
- Motivated by faith
- Respectful of human dignity
- Caring toward all

CCC History

In 1987, two women dedicated to the mission of addressing the needs of neglected children founded Covenant to Care. One, a Social Worker at the Department of Children and Families (DCF), and the other an employee of the Christian Conference of Churches saw an opportunity to mobilize the faith community to help children suffering from abuse, neglect, and poverty. The co-founders received a grant from the U.S. Department of Health and Human Services and began its first program, *Adopt a Social Worker*. After three years of proven success, the State of Connecticut, DCF and private donors funded the ongoing program. Though CCC works primarily through the faith communities that provide goods, services, and mentoring support, no youth is required to be a participant or member of any faith tradition or religion.

This core initiative, AASW, connects individual faith based organizations and civic based organizations (FBOs) with their own “adopted” Social Worker from a child protection agency. A volunteer Liaison from the FBO exchanges information with the Social Worker regarding the needs of individual children. Pickup and delivery of donations from the FBO to the children is coordinated by the Social Worker and Liaison.

Since its first Strategic Planning process in 2003, CCC has adapted and increased the value of its programs. We rebranded from Covenant to Care, Inc. aka CTC, to Covenant to Care for Children, Inc. aka CCC, in March 2005.

By 2004, CCC had the cooperation of more than 1,000 volunteers statewide including Liaisons and their committees from FBOs, child welfare professionals from the DCF and other child protection agencies, the CCC Board of Directors’ committees, and other organizations.

Our *Reach One Youth* project originated from an initiative established at First Church of Christ in Simsbury, Connecticut in 1992 by then board member Nancy Crouch and DCF Social Worker Pamela Cranford. This proved to be a successful mentoring model. In September 1999, CCC hired Linda Smith-Cohen, LCSW, to enhance and expand the Simsbury initiative into a formal mentoring program to serve youth throughout the greater Hartford area and, eventually, all of Connecticut. With Linda’s assistance, the program developed a mentor-training manual that received approval by the Connecticut Mentoring Partnership in 2000. It has subsequently received recognition from a variety of sources including the White House Office of Faith-based Initiatives.

In July 2004, in collaboration with Families in Crisis, CCC secured a three-year grant from the Federal Government’s, Administration for Children and Families to begin a project mentoring children of female prisoners. *My Mentor and Me* addressed the critical needs of children from the greater Bridgeport, New Britain, New Haven and Waterbury areas who have a parent in prison by utilizing our extensive network of faith-based mentors.

These two mentoring projects have merged into one Mentoring Program serving at-risk youth and teens, and children of incarcerated parents. Modeled on Big Brothers Big Sisters and the Amachi methodologies, the Mentoring Program exemplifies best practices in the field of mentoring.

In 1992, the Executive Director at the time, Dr. Alice Love, asked Asylum Hill Congregational Church to collaborate with CCC to meet the emergency food needs of families. The Crisis Food Pantry program provides non-perishable and perishable foods to sustain families while permanent remedies are arranged. In 2011 we expanded this successful program to include the New Britain region as part of a newly developing collaboration.

The Children's Enrichment Fund (CEF) has been available for most of the years that CCC has been in operation, but was not officially named until 1996. At that time, CCC was entrusted with \$20,000 in startup funds. This program provides funding to purchase tangible items and services for children with specific, unique, and critical needs that cannot be met through any other program or fund.

In 1993, through a three year grant from the Hartford Foundation for Public Giving, CCC created the program called *Families for Children*. This program worked through the faith-based organizations to locate, recruit, and support foster and adoptive families. Once identified, the families worked through private agencies for training, licensing, and child placement. Renamed the *Queen Esther Project*, it operated from 1995 - 2003 under funding from the State of Connecticut DCF. The program ended in 2004 when the Queen Esther Project rolled over into a new base organization. We retired our Families for Children program, which recruited African-American and Latino foster and adoptive families. We continue to provide direct support to the efforts of the State collaborative charged with recruiting foster and adoptive parents, including sponsorship and participation in the *Bells of Hope* project.

In 1999, CCC began a program called *Critical Goods*. It was determined that while other agencies made donations available for pick up, there was no one who could deliver items to those in need. This program allows Social Workers to have items critical to the basic needs of children delivered directly to those families within a short amount of time.

CCC is a statewide, non-profit agency working with FBOs to meet the needs of children ages birth to 21 who are abused, neglected, and at-risk. For every state funded dollar to CCC, we return approximately \$6.80 worth of goods and services to children. Through CCC's network of FBOs, volunteers, individual donors and businesses, we have provided over 700,000 services to the children of Connecticut through 2010.

A research study conducted by St. Joseph College in the Fall of 2001 revealed that CCC saves the State of Connecticut an estimated \$39.6 million annually in payments to care for children who were either in foster or residential care, or who were at-risk of placement.

Our Mentoring program has evolved over the years, with name changes and new projects. We have improved the range of our mentoring and the level of our practices, increasingly providing more and better service to our young clients.

As of January 2011, we had a staff of eight. We have relationships with approximately 300 FBO and many community groups. We work with many thousands of volunteers throughout Connecticut. Our budget hovers at approximately \$700,000.00 annually, with an additional \$600,000.00 or more in in-kind donations.

The Board of Directors has experienced healthy turnover in its membership with a diversity of leadership bringing about the evolution of the Board from a managing board to a strategic governance board.

The Strategic Plan, first created in 2004, has had its goals updated over the years by review of the Board of Directors. The 2010 revision of this document celebrates the successes of that original plan, examines the unmet challenges and sets new goals for the future.

Current CCC Programs

Adopt A Social Worker

This is the largest and oldest of our programs.

FBOs agree to a covenant in which they partner with a particular Social Worker(s) to, as far as is possible, provide for the necessary and special items needed for all of the children in that Social Worker's caseload. This augments the State provisions, often assuring greater stability in the life of a child.

Other States have successfully modeled this distinctive and preventative model but ours remains the most comprehensive and successful.

Critical Goods

This is our response to the needs of families at-risk of losing their children, or who are being reunified with their children and are required to have certain material goods before that can happen, e.g. beds, cribs, and household items.

We assist children and youth in their development and growth by helping them overcome the challenges of poverty and emotional distress. Donations of emergency and non-emergency goods are collected and delivered to families in an effort to foster safe and nurturing home environments for children.

Crisis Food Support

In partnership with Asylum Hill Congregational Church of Hartford to serve the City of Hartford, and in the New Britain region as well, this program provides delivery of staples and fresh food for one-time emergencies in families with children.

Mentoring

The program focuses on children who are in need or at-risk and would benefit from positive role models in their lives. Our Mentoring program works with children and youth throughout the state of Connecticut.

The program works with pre-teens, teens, and young adults ages 11 to 18, and older as long as the youth is pursuing an education. It focuses on young people who are parents, are about to be parents, or who are at-risk of becoming parents and are referred to our program by a Social Worker. It also accepts children and youth who have a currently incarcerated parent or caregiver.

The CCC Mentoring program model asks that the mentoring relationship be nonjudgmental focusing our energies on actions and values which:

- Reinforce positive life choices
- Encourage healthy habits and use of available resources
- Support the child's parenting experience
- Model positive life skills
- Act as a catalyst for improving life skills

- Share learning, especially cultural
- Share listening
- Open Dialogue
- Understand the child's experience and expectations

Children's Enrichment Fund

This program responds to unusual requests that enhance our efforts to care and nurture children and youth.

The fund is designed to accept donor designated funds for the special needs of children. Social Workers can request these funds to meet the needs of children that are not met by the State Government departments, other agencies, or our other CCC programs. Examples include camp experiences, haircuts, lessons, tutoring, special books, or other learning aids.

Discovered Spirit Project

This project is for youth with any experience in Connecticut's DCF or the CCC Mentoring program. The intent of this project is to give them a voice by encouraging self-expression through art.

The participants create masks guided by professional Connecticut artists, who volunteered their time and talents to the project. The masks are part of a juried show which culminates in an Artist Reception held at a prominent Connecticut gallery. The exhibit then spends the remainder of the year as a traveling show, exhibited at FBOs, galleries, libraries, and other venues across the State.

Words alone are not enough to express what children feel. This is especially true when they may be faced with the complex issues of divorce, grief, violence, abuse, neglect, or coping with poverty. We are giving a voice to these children to express a wide range of emotions and help them work through conflicts and traumas. We see an array of outcomes with our masks from the whimsical to the evocative. While expressing themselves in this visual way, the children gain a sense of empowerment that can help them develop a positive self-image and improve their self-esteem.

Chapter 2: AASW Program for the Faith Community or Civic Organization

In this Chapter:

- ✓ Introduction to the Program
- ✓ The “Adoption Process”
- ✓ The Covenant
- ✓ Volunteer Liaison Responsibilities Overview
- ✓ Social Worker Responsibilities Overview
- ✓ Program Coordinator Responsibilities Overview

Introduction to the AASW Program for FBO Partners

We are so glad your FBO has decided to become part of the AASW program!

You have taken the first step toward fulfilling the unmet needs of children in your community who are abused, neglected or living in severe poverty. Matched Social Workers voluntarily participate in the AASW program in order to provide their clients with basic material goods. By supplying the items requested by your Social Worker(s), you will help families create a nurturing environment for their children. This improves the chances that the children will either stay with their natural parents or assists with their reunification.

Joni is three months old and living in a foster home. Her parents miss her and they have been working hard to be reunited with her. During these months, her parents needed to prove they could care for Joni: feed her, buy her diapers and love her. They have attended parenting classes, participated in meetings with their Social Worker and have established an apartment home. They work but money is very tight. Their last obstacle is to provide two expensive yet basic items critical for Joni’s safety and care: a crib and a car seat. Through the AASW program, their Social Worker was adopted so she requested the items from her adopting FBO. Both were provided and Joni was reunified with her parents. Welcome home, Joni!

AASW Program Coordinators support this effort by recruiting FBOs, like yours, and by recruiting Social Workers, making matches between the two groups, supervising and guiding those matches, and providing training, information, speakers or other requested resources.

In this Handbook, you will find guidelines, hints and resources that will help you introduce AASW to your faith or civic community and keep it running smoothly. Interspersed in the materials are frequently asked questions and their answers.

Again, we are delighted to welcome you into the family of faith and civic communities that have chosen to help Connecticut’s neglected, abused or at-risk children.

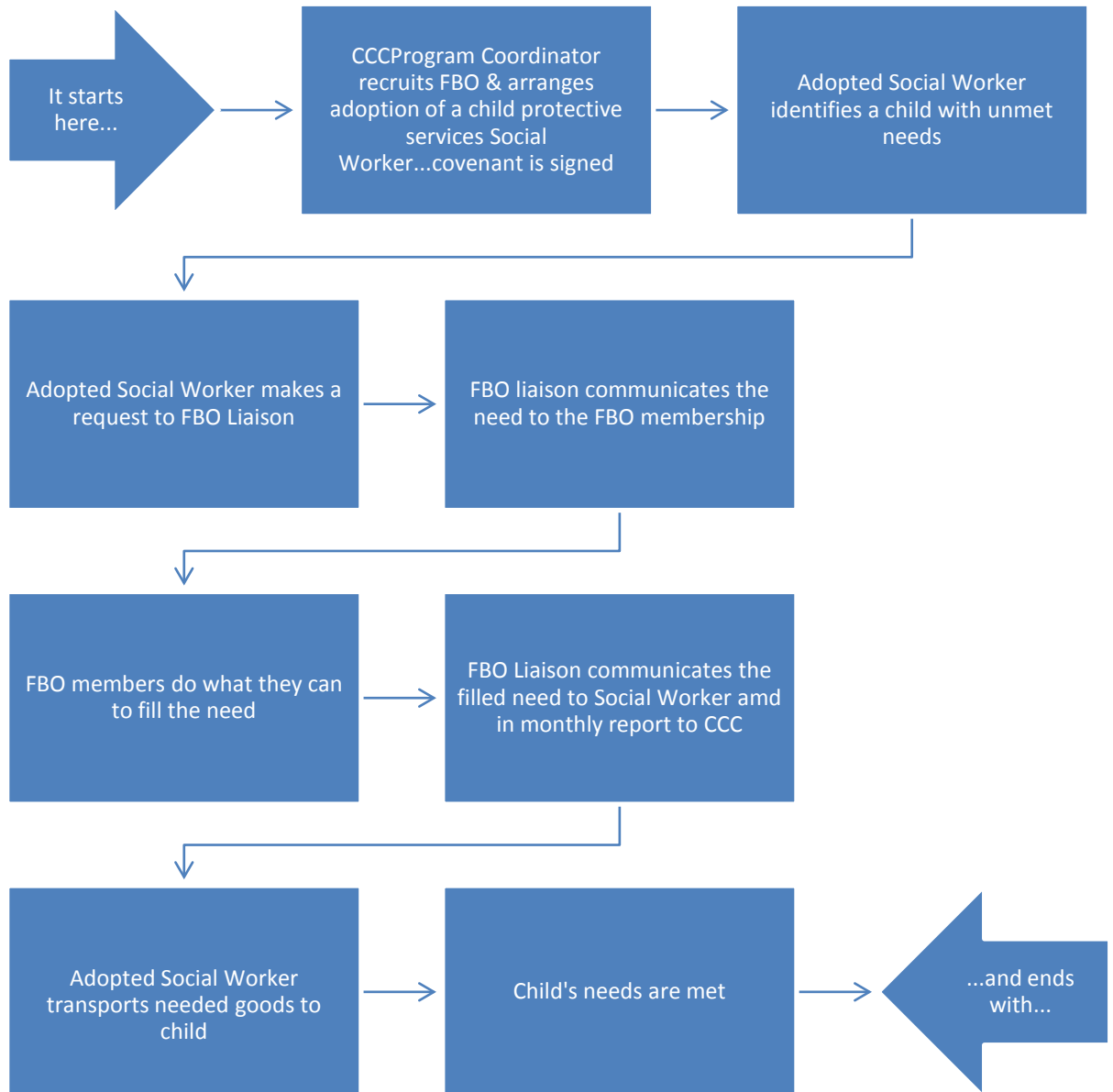
The “Adoption Process” – Six Easy Steps for Taking Care of Children

- 1) After a presentation by the Program Coordinator, your FBO agrees to participate in the AASW program and one or two members of your community volunteer to serve as Liaison(s). A committee of volunteers may be established or assigned to provide support to the Liaison(s). The Liaison is responsible for the acquisition of goods and services to the adopted Social Worker or to the CCC office, communication with the FBO, CCC and the adopted Social Worker, and ensuring acknowledgment of contributions, etc.
- 2) A CCC Program Coordinator identifies a child protection Social Worker from a local, private or public agency who has volunteered to participate in the program, and matches him/her with your FBO. Either these child welfare professionals are employees of DCF or they are workers in other agencies that provide services to abused, neglected or at-risk children and youth.
- 3) The Program Coordinator facilitates a meeting with the Liaison(s) and the Social Worker to discuss the specifics of the “adoption”. This meeting is an opportunity to discuss the resources that your FBO is able and willing to provide through this outreach effort. While the FBO is not expected to meet every need brought to its attention, the Liaison is expected to communicate all requests by their Social Worker to the FBO.
- 4) This adoption relationship is formalized by the signing of a covenant. This covenant is an agreement made between CCC (represented by the AASW Program Coordinator), the Social Worker, the leader of your FBO, the Liaison(s) and by affirmation of the FBO community. This signing is usually done at a worship service or a meeting. The covenant is for a period of one or two years.
- 5) The Program Coordinator will maintain regular contact with both the adopted Social Worker and the FBO Liaison through various events and communications in support of the AASW covenant relationship.
- 6) Once the covenant is formalized, the Social Worker may ask for the items needed by the children on his/her caseload. The Liaison(s) keeps track of all activity by completing a monthly report² and submitting it to CCC. These reports are essential to the success of the covenant relationship and to the ability of CCC, in partnership with your FBO, to serve the abused, neglected or at-risk children and youth of Connecticut. CCC tracks the donations provided by your FBO. The information allows for the production of statistical data vital to the state, to our funders and to other interested individuals wanting to support our programs. The data collected is a critical part of our overall ability to measure the benefit to the children and their families. These Monthly Reports are an absolute requirement of the covenant agreement.

² See appendix/attachments for all forms found in this manual

The ADOPT A SOCIAL WORKER program -

Bringing Hope and Possibilities to the Children of Connecticut



The Covenant

A covenant is a solemn promise to engage in a specified action.

CCC helps establish a commitment between our organization, your FBO and a Social Worker to provide resources to children who are abused, neglected and at-risk. Within this relationship, the Social Worker conveys the loving care and support of the FBO members to the children. The FBO community may increase their understanding and awareness of child abuse issues while giving gifts of the heart.

The CCC Covenant is established with a covenant signing ceremony held during a worship service or general meeting if allowed. Otherwise, the signing ceremony may occur at a private meeting of the signing parties. A public signing is preferred as the presence of the membership community helps ensure that all members feel involved and part of the relationship. Later, when needs are communicated to them, they will experience an understanding of the covenant and a desire to respond. If your clergy or leadership prefers not to include the covenant signing in a service, then it can be done at another gathering of the community such as a coffee hour or potluck meal. Renewals of the covenant are scheduled by your Program Coordinator and may, on request, be done through the mail.

Three Scripts for Celebration of Covenant Signing

Because CCC works primarily with Faith-based Organizations, our Celebration Scripts focus on congregations. Please feel free to use these as written or modify the script, with the help of your Program Coordinator, to fit your needs.

#1

Clergy or Leadership:

A covenant is a solemn promise to engage in a specified action. G-d made sacred covenants with Noah, Abraham, David as well as the people of Israel, as they wandered in the harsh wilderness. His promise was to protect and care for his people. Today, we celebrate the covenants of G-d by affirming one of our own.

Every one of us is a member of G-d's family; each blessed with many gifts. In our abundance, we recognize with compassion, that the needs of the children in our state are outgrowing what their families and social service agencies can provide.

Today, we celebrate our partnership with Covenant to Care for Children and the Insert Agency Name. We are pleased to affirm a covenant so that together we might more effectively do G-d's work, to protect and care for our children, by meeting their needs.

Liaison(s):

Gabriella Mistral was a Chilean poet and the first Latin-American woman to win the Nobel Prize for Literature. She wrote:

"Many things can wait; children cannot. Today, their bones are being formed, their blood is being made, their senses are being developed. To them we cannot say 'tomorrow.' Their name is 'today.'"

Insert name of CCC Representative of Covenant to Care for Children and Insert Name Social Worker Name of Insert name of Agency on behalf of Insert Congregation Name, we formally affirm our covenant with you. We offer the supplies and materials we are able to provide to assist you in your efforts to meet the needs of the children in our area. We offer our love and prayers of support to you and the families you serve.

CCC Representative:

On behalf of Covenant to Care for Children, I celebrate all that Insert Name of Congregation Liaison and this congregation have done to preserve and restore families. Covenant to Care for Children promises to support your new relationship with Insert Social Worker Name by sharing ideas and information, enabling you to do all that you can to improve the lives of children.

Social Worker:

On behalf of Insert Agency Name, I promise to communicate the needs of the children we serve so that you, the faithful of Insert Congregation Name may continue to provide hope and comfort to struggling families.

Congregation:

We witness and support this covenant and commit ourselves to serving children in need through Covenant to Care for Children's Adopt A Social Worker program. Amen.

#2

Liaison (s):

As a member of our Insert Name committee, I am pleased to be representing Insert FBO Name as your Liaison for the Covenant to Care for Children Adopt A Social Worker program. Covenant to Care for Children is a unique outreach ministry that meets the needs of abused, neglected and at-risk children and their families.

Clergy or Leadership:

A Covenant to Care for Children Program Coordinator has matched our congregation with Insert Social Worker Name, from Insert Agency Name, our adopted Social Worker.

Covenant to Care for Children is a powerful ministry that helps Social Workers fill clients' needs in a creative way that state and federal funding cannot provide. For example, during the time of our commitment with Insert Social Worker Name, we might be asked to provide clothing, toys or household goods. There will be opportunities to provide special gifts for birthdays, holidays, and other occasions including emergencies for the children, such as being removed from their homes.

Liaison (s):

Today, we are fortunate to have with us Insert name and Title of CCC Representative, representing Covenant to Care for Children Insert Social Worker Name, from Insert Agency Name.

We will be signing a covenant with Covenant to Care for Children and by signing this document, we promise our community's participation in the Adopt A Social Worker program.

As your Liaison, I will bring to your attention all requests presented to our congregation by our adopted Social Worker, Insert Social Worker Name. (Here you can insert how you will keep your congregation informed—bulletins, posters, announcements, emails, etc.)

Symbolically, we are all signing this covenant and together promising to help children in need.

Social Worker:

I promise to communicate the needs of my clients to insert Name of Liaison(s), and to be courageous in requesting your help.

CCC Representative:

Covenant to Care for Children promises to assist Insert Social Worker Name and Insert Liaison Name(s) and everyone at Insert Name of FBO in our common goal of working together for the benefit of Connecticut's children and families. We commit to guiding and informing you of new and exciting ideas for strengthening this covenant on a continuous basis.

(All participants sign document)

Clergy or Leadership:

I encourage the entire congregation to join us at coffee hour after this service to have an opportunity to meet and talk further with Insert Social Worker Name and Insert Name of CCC Representative and title. Please join us now in prayer.

Loving G-d,

Help us as we seek to make your world a more compassionate place. We ask for your guidance and direction. Nurture Insert Social Worker Name as s/he faces distraught families and feels overwhelmed by their needs. Lift his/her spirit and keep him/her motivated in times of despair.

Walk side by side with Insert Program Coordinator name as s/he meets with Social Workers and Liaisons, smoothing out the sometimes rough edges that can occur when people come together in partnership.

Support Insert Liaison Name(s) and our congregation as we participate in this ministry to underprivileged children, while meeting the needs of our own families.

Inspire us all in ways that we may work individually in our separate roles, and together in a cooperative unit, reaching out in Covenant to Care for Children.

Amen.

#3

Clergy or leadership:

On behalf of Insert FBO Name, I welcome Insert Social Worker Name, our adopted Social Worker, and Insert CCC Representative Name and Title from Covenant to Care for Children.

Liaison:

I promise to involve the Insert Name of Committee and the Insert FBO Name congregation by regularly communicating the children's needs so that we, together, can better care for children.

CCC Representative:

Covenant to Care for Children promises to assist Insert Liaison Name(s), Liaison of Insert FBO Name congregation in our common goal of working together for the benefit of children and families.

Social Worker:

I promise to communicate the needs of the children in my caseload to Insert Liaison Name(s) and to acknowledge the congregation for their generous help to children in their community.

Clergy or Leadership:

Will the congregation please rise?

Will you pray for Insert Social Worker Name, Insert CCC Representative Name and Title, and the entire staff of Covenant to Care for Children in their ministry to children and families?

Congregation:

We will.

Clergy or Leadership:

Will you pray for Insert Liaison name(s) as s/he ministers to the children and families in our community?

Congregation:

We will.

Clergy or Leadership:

Will you support the Insert Committee Name with prayers and gifts as they assist Insert Social Worker Name and the children and families in need?

Congregation:

We will.

Clergy or Leadership:

Will you pray for all Connecticut's children and their caregivers?

Congregation:

We will.

Clergy or Leadership:

Will all who witness the signing of this covenant do all in their power to support Insert Names of Social Worker, AASW Program Coordinator, Liaison, and the children and families whom they endeavor to help?

Congregation:

We will.

Clergy or Leadership:

Let us pray.

Oh G-d we pray to remember all the children whom it would be easy for us to forget: the homeless and destitute, the abused and sick, the neglected, and all who have none to care for them. We remember also those who care for children and their families. Help this ministry to heal those who are broken in body or spirit and turn their pain into joy.

O, Lord, Bless Insert Names of Social Worker, AASW Program Coordinator, and Liaison(s) in their work. Give them calm strength and patient wisdom as they seek to bring care and love to the children.

Lord, be in the hearts of this congregation as we seek to live out our covenant to care for children. Keep us ever mindful that it is in giving that we receive.

Amen.

Roles and Responsibilities³

Liaison Responsibilities

The AASW FBO Liaison has several responsibilities that help ensure the program runs smoothly and effectively. Below is a brief description of these responsibilities.

- With the help of any sponsoring committee, the Liaison introduces the Adopt A Social Worker ministry to the entire FBO community.
- The Liaison communicates with the assigned Social Worker, working to develop and nurture a cohesive working relationship.
- The Liaison lets the FBO membership know about any requests made by the adopted Social Worker.
- Liaisons coordinate with their Social Worker for the pick up/delivery of goods, as needed.
- Liaisons, with the help of the AASW Program Coordinator, keep the FBO membership as active and engaged as possible.
- Monthly, the Liaison reports all activity on the CCC form.
- Liaisons attend at least one of the regional meetings held each year.
- Regular communication prevents or minimizes any problems. The Liaison contacts the AASW Program Coordinator with any questions or problems as they arise.
- The Liaison, along with the AASW Program Coordinator, schedules covenant renewals.

As you are working with your Social Worker, please remember that relationships take time to develop. Please remember that the Social Workers have a very heavy caseload and are volunteering their personal time to better meet the needs of their children. Keep in mind the stressful nature of their work and be willing to work as a team with your Social Worker and Program Coordinator to build a strong relationship. CCC is always ready to help.

Adopted Social Worker's Responsibilities

The AASW program is designed to assist child protection workers by providing goods that satisfy the basic needs of their clients. With these needs addressed, the Social Worker is better able to strengthen the family. Social workers volunteer their time for the AASW program.

Social Workers who participate in the AASW program are expected to:

- Work to develop and nurture compatible working relationship with liaison.
- Make detailed specific requests for the children they serve, and prioritize when making multiple requests.
- Discuss with the Liaison the types of donations that are most helpful to the Social Worker's clients and most easily given by the FBO.
- Arrange timely pick-up and delivery of donations.
- Regularly thank the Liaison and FBO.
- Return phone calls and emails in a timely manner.

³ Details of these Roles and Responsibilities may be found under the chapters dealing with specific roles.

- Contact the AASW Program Coordinator with any questions or concerns about the program.
- Notify the FBO Liaison and the AASW Program Coordinator of any changes in the Social Workers employment circumstances, i.e. transfers, promotions, etc.
- Attend covenant signings and renewals.

Your AASW Program Coordinator's Responsibilities

Your Program Coordinator is responsible for the ongoing management of the AASW program in your geographic region. This means making sure that Social Workers and FBOs are well matched, and that everyone knows how the program works. Here are some of the ways your Program Coordinator can help your efforts.

- Your Program Coordinator is available to assist you in implementing and keeping the AASW program active and successful. Among other activities, Program Coordinators work with you in planning covenant signings, adding or changing Social Workers and designing outreach projects.
- Your Program Coordinator can provide printed materials that explain the program to the community or interested committee members. Sample bulletin inserts and other materials are available.
- Program Coordinators encourage your efforts to raise awareness of the causes and impact of child abuse and neglect by providing educational materials, DCF statistics, and informing you about CCC educational and awareness events.
- Program Coordinators hold regional meetings several times a year for all participants in the program. These meetings provide an opportunity to meet with others, exchange stories, and share how the program works best. Guest speakers bring perspectives that broaden our understanding of child abuse, neglect, and poverty issues.
- Your Program Coordinator will provide the information you need to phone or email for your Social Worker or Program Coordinator.
- Program Coordinators also help with other communications efforts. Through CCC, they can produce newsletters and web articles and initiate press releases related to your FBO's efforts.
- Program Coordinators schedule covenant renewals and replace Social Workers who have changed jobs or are out on leave. DCF and some other agencies have an AASW point contact, who volunteers to work closely with Program Coordinators in this regard.

Chapter 3: AASW FBO Liaison

In this Chapter;

- ✓ Thank you for Volunteering
- ✓ Detailed Job Description
- ✓ FBO/Liaison Contact Information
- ✓ Monthly Records & Reporting
- ✓ Donor Acknowledgement
- ✓ Special Projects
- ✓ Seasonal Planning
- ✓ Gift Ideas and Project Inventories
- ✓ Questions and Answers

Thank You for Volunteering

As a FBO Liaison, your role is to be the bridge between your FBO's adopted Social Worker and your membership or community.

Building effective relationships is the key to a successful AASW program. Try to become familiar with your adopted Social Worker, who can inform you of specific needs for the families s/he serves. CCC will assist you in developing and maintaining the partnership between your FBO, your adopted Social Worker, and CCC.

It is our hope that through this volunteer position you will experience the joy and satisfaction of making a difference in the lives of children who are in need.

Volunteer Liaison Job Description

A FBO may designate one or more members to serve as AASW Liaison. We hope the responsibilities below will help you understand your role and help you build strong relationships with your adopted Social Worker and with CCC through your AASW Program Coordinator.

Introduce or Re-introduce the AASW program and your adopted Social Worker to your FBO community:

- Display the signed covenant where members can see it.
- Use your FBO community's bulletins, newsletters and website to introduce CCC and the AASW program.
- Invite your adopted Social Worker to share stories about the children in his/her caseload and what types of donations will be most helpful.
- Invite your adopted Social Worker to speak during services or meetings. When asking, it is important to respect your Social Workers' own beliefs, and their confidence in public speaking.

Contact your Social Worker at least once a month to:

- Find out if any needs have been identified.
- Ask for details about the children and families to help FBO members feel a connection.
- Ask for feedback about children and families assisted in the past.

Involve the whole membership in meeting needs:

- Find the best ways to communicate requests to the largest number of members. Utilize bulletins, message boards, web, and for urgent requests, email. Communicate projects like backpack drives, or ongoing needs such as grocery gift cards and diapers in newsletters.
- Create an email list or a telephone tree of those individuals willing to meet urgent needs or those who are willing to deliver needed items. (Your Social Worker will provide the "Release of Confidentiality" form required if FBO members deliver directly to clients.)
- Invite new FBO members to participate.
- Start a CCC AASW funds collection - set up a process to collect funds on an ongoing basis to meet emergency needs, e.g. coffee can/change collection at coffee hour, bake sale, or other ideas available from your Program Coordinator.
- Along with your Program Coordinator, educate your FBO community about the opportunities to serve through other CCC programs helping abused, neglected and at-risk children.
- Critical Goods
- Emergency Food Distribution
- Children's' Enrichment Fund
- Mentoring
- Make our Alternative Gift Catalog (AGC) available to the members of your FBO community. The AGC is available for download from our website and may be obtained from the office. If you need more information about the AGC, contact your Program Coordinator.

Coordinate distribution:

- Check all donations personally to be sure that they are clean, appropriate, and safe before passing them on to your Social Worker.
- Think of donations as gifts! Encourage members to package them with care and remember that we are working together to preserve or restore the dignity of children. Try to limit the use of trash bags by using gift bags or inexpensive laundry baskets, etc.
- Remember that your worker needs to view the gift prior to giving it to a child,

therefore all toys gifts etc. should be unwrapped.(Gift bags are the best option)

Keep your FBO community motivated:

- Share thank-you notes from your Social Worker or their clients.
- Provide feedback on families they have assisted in the past. Let the community know how their donations made a difference.
- Display CCC newsletters.
- Contribute an article for the CCC newsletter.
- Ask your Program Coordinator to recommend speakers for special events.

Communicate with your Program Coordinator:

- Complete and send CCC monthly reports to CCC.
- Call your Program Coordinator as reporting questions arise.
- Schedule covenant renewals with your Program Coordinator. Covenants expire after one or two years.
- If any part of your AASW program is not working to your satisfaction contact your Program Coordinator right away, do not let frustration build.

Attend Regional Meetings

- Regional meetings are held several times a year in your region.
- These meetings provide opportunities to celebrate your and others AASW program successes, explore new ways to improve the program and meet other participants.
- All interested Social Workers, FBO members, clergy and leadership are welcome to attend.

Report concerns and changes to your Program Coordinator:

- Notify your Program Coordinator if you cannot reach your Social Worker after several tries.
- Call or email your Program Coordinator if you cannot continue as your FBO's Liaison or will have an extended absence.
- Alert your Program Coordinator whenever a difficulty with your adoption arises – the sooner the better! All relationships sometimes have their difficulties and CCC is here to help.
- Refer other FBOs to CCC's programs. Your personal referrals help to continue the growth of CCC.

FBO/Liaison Contact Information Form

In order for the Adopted Social Worker and the AASW Program Coordinator to best partner with your FBO, information on how to contact key members of your community is critical. We ask you to complete the FBO/Liaison Contact Information Form when your FBO first agrees to be matched and then again whenever any of the information on the form changes. Completed forms are returned to your AASW Program Coordinator.

FBO/Liaison Contact Information



fax to: 860-243-0100

FBO: _____

Street Address; _____

City: _____, Zip: _____

Mailing Address (if different): _____

City: _____, Zip: _____ Phone: _____

Cell: _____ Fax: _____ Website: _____

Clergy Contact: _____

Email: _____

Office/Administrative Contact: _____

Email: _____

Liaison: _____

Email: _____

Phone: _____ Cell: _____ Fax: _____ Other: _____

Mailing Address: _____

City: _____, Zip: _____

Co-Liaison: _____

Email: _____

Phone: _____ Cell: _____ Fax: _____ Other: _____

Mailing Address: _____

City: _____, Zip: _____

Date: _____

Monthly Reports

Your FBO's contributions to the children and their families are a piece of the larger puzzle as we all work together to fulfill the vision of a future where all Connecticut children have caring families and safe places to live and all caring and faithful people demonstrate their own personal commitment to the welfare of children.

It is important that we are able to assess how the puzzle pieces fit together to create the outcome of this vision we share. This assessment requires data collection and analysis in light of the real life outcomes for the children we serve. We look at each of our CCC programs, the services and programs of other agencies, and the work of our adopted Social Workers; then we look at the outcomes achieved by the children we serve and their families.

This type of investigative review allows us to identify missing pieces of the puzzle and often helps us discover ways we can do a better job for our children. This is why it is critical that we receive monthly reports from you detailing the activities of your FBO within the AASW program.

These reports also help us keep our contact lists up-to-date and help us do more to support you and your community.

Cash Values

We know that one of the most difficult aspects of completing our FBO Liaison Monthly Donation Report is assigning cash value to the donated items that have been gently used. IRS rules require that the donor assign value to any donation of goods or services. CCC cannot provide you with a value guideline, however, you may find it useful to review our [Alternative Gift Catalogue](#), which you may find on our website, attain from your Program Coordinator, or request from the CCC office in Bloomfield.

Appropriate and Safe Giving

CCC offers a few guidelines to our FBO partners regarding those items which might compromise the safety of the child, risk legal action against the FBO, or not be the best use of your community's resources.

Rent and Utilities

Except in very rare circumstances, families can find programs designed to help with rent and utilities. We encourage Social Workers to access those programs for their clients and recommend that the FBO not step in to aid with these sorts of requests.

Appliances

In general, CCC does not recommend filling requests for appliances such as, but not limited to, stoves, refrigerators, or microwave ovens. Any malfunction or improper installation of a donated used appliance could result in a damaging fire or other injury, and the possibility of legal action against the donor. Appliances that are purchased new must be installed by licensed retail technicians from the place of purchase or again liability and safety issues may arise.

In most rental housing, space heaters are specifically forbidden. Safety and liability issues lead us to recommend you not fill any requests for space heaters, hot plates or any item with a heating element.

Cribs and Car Seats

CCC can no longer accept “drop-side” cribs as donations nor will we purchase drop-side cribs for the children and families we serve.

Inez Tenenbaum, Chair of the Consumer Product Safety Commission, achieved having the sale of all drop-side cribs banned by US Law. Even before this new law, we had the information of safety concerns for the children we serve now made available to us, our only course of action was to discontinue providing such items to our children.

We cannot pass along these cribs to other children due to safety issues, and as a result do not accept them as donations. If the crib is part of a larger donation, through our Critical Goods program, we will offer to take the crib and dispose of it for the donor.

Our recommendation to you is that requests for cribs follow these same guidelines and that the preferable means of fulfilling a request for a crib is to purchase a new one. When accepting a gently used crib as a donation to fill a request we recommend you only accept cribs less than two years old and never accept or purchase a drop-side crib under any circumstances.

Car seats should always, without exception, be purchased new from a retail outlet. Children five years old and under cannot be passengers in a motor vehicle without an appropriate car seat. Car seats must be new. Because used car seats may have been compromised in an accident or may have been recalled by the manufacturer, CCC will not pass them on to our clients. You may want to initiate a Car Seat Fund drive to buy new ones.

FBO Liaison Monthly Donation Report



Reporting Month: _____
 Your Name: _____
 Are you the FBO Liaison: yes no
 Phone: _____
 FBO Name: _____
 FBO Town: _____
 Program Coordinator: _____

If you would like your Program Coordinator contact you, or if you would like to talk to an administrative staff person please let us know.

Staff Administrative Staff

If any of the following has changed since last month, please provide updated information:
 Adopted Social Worker Name: _____
 FBO leadership changes: _____
 Contact changes, use back of sheet if needed:
 address: _____
 email: _____
 phone: _____
 other: _____

Type of Service/Donation	Quantity of Items	# of Children	Estimated Value
Collections and/or Special Projects			
Specific Requests from Adopted Social Worker			

PLEASE ATTACH COPIES OF SOCIAL WORKER REQUEST FORMS TO REPORT!

This form may be completed online or by hand:

- send as an attachment in an email to info@covenanttocare.org
- fax to 860.243.0100 attention: Associate Director
- mail via USPS to:

Associate Director
Covenant to Care for Children
120 Mountain Ave, Suite 212
Bloomfield, CT 06002



We have tried to make this form as simple as possible. Please do your best to complete all the items on the form.

There are two types of services/donations to which your FBO community may have responded. Please complete both reporting sections. If there is no activity, simply note that in the appropriate section.

Collections and/or Special Projects:

In your AASW Manual, you are given suggestions for seasonal and year round projects. You may have even designed your own unique project in partnership with your Social Worker and/or Program Coordinator. We ask that you report these project donations, e.g.:

Collections and/or Special Projects	Quantity of Items	# of Children	Estimated Value
<i>Back-to-School Backpacks</i>	30	30	\$750
<i>New Winter Hats, mittens, scarf sets</i>	25	25	\$150

Specific Requests from Adopted Social Worker:

When your Adopted Social Worker makes a request for a specific child or family, for any sort of item(s), we ask that you report how that request was filled, e.g.:

Specific Requests from Adopted Social Worker	Quantity of Items	# of Children	Estimated Value
<i>Clothes for back to school – gently used boys outfits</i>	15	3	\$90
<i>Bike – gently used</i>	1	1	\$25
<i>Camperships – scholarships provided</i>	2	2	\$200

Value estimates are either actual cost of providing items, the individual donor's estimate of value or your personal best guess at value. CCC does not assign the cash value of donations.

Donor Acknowledgement

Some donors in your FBO may want a donation receipt for items they give in support of the CCC AASW program. For a receipt to withstand the criteria for a tax deduction, CCC must have specific record of the donation from that donor.

Your AASW Program Coordinator can provide you with a packet of two-copy carbonless "Receipt for Donation Goods" forms used by CCC. As Liaison, you may give the white copy of the receipt to the donor and *include the yellow copy of the receipt in your monthly report package.*

Please contact your AASW Program Coordinator to request a packet of our "Receipt for Donated Goods", if you believe you will need any or if you run out of those you already have.

Special Projects

In addition to the requests your Social Worker makes for basic needs, there are projects that your FBO can initiate throughout the year which are greatly appreciated. These projects keep your FBO motivated by reaching all age groups and activity levels within your community. However, before beginning any special project, please discuss these ideas with your Social Worker and/or your Program Coordinator for agreement and acceptance. Your Program Coordinator can offer guidance in designing the best projects for your group. Here are some examples to consider. Please also see the seasonal planner found later in this section, which can be used as a guide to develop a plan for the year with your Social Worker and the AASW program.

Special projects may be accepted by either your Social Worker or by CCC directly. When accepted by CCC directly, the items donated are distributed to the many children in need who may be working with Social Workers not yet adopted by an FBO. Please coordinate these direct to CCC projects with your AASW Program Coordinator or contact the CCC office and speak to the Children's Enrichment Fund (CEF) program manager.

Year Round Projects

Cribs, Beds, Dressers:

- Always a high priority of need by Social Workers for their families; judges will not allow a child to be placed in a home or allow a newborn to go home from the hospital without beds or cribs. Cribs need to be modern enough that a baby's head will not go through the bars. Before you pass a crib to your Social Worker, perform a test. If an upright 12 oz. soda can fits through the rungs, then so can a baby's head!
- Please carefully review our discussion on cribs in the prior section on Appropriate and Safe Giving.
- Mattresses must be newly purchased and still in the wrapper. CCC no longer accepts donations of used beds due to the national epidemic bedbug problem. While CCC has never had such a problem with any of the beds donated to us or through us, we cannot afford to risk handing out beds that have become infested with bedbugs. In order to furnish the clients of Social Workers with beds, we primarily work through our Critical Goods program. This way we are able to purchase large quantities of beds and then distribute them as Social Workers request. You may want to start a bed fund drive to support our Critical Goods program's distribution of beds to families in need.

Cleaning Baskets:

- Consider providing a family in need with cleaning supplies. Families with limited resources are often forced to choose between food and the products needed to keep their homes and clothing clean – food stamps do not cover cleaning supplies.

Baby Showers:

- Hold a baby shower where guests bring the sort of gifts normally given to mothers-to-be. A Social Worker collects these gifts, and then distributes them to new mothers and mothers-to-be on his/her caseload. Your Program Coordinator may also collect shower gifts for distribution to the clients of unmatched Social Workers.

Personal Care Packs:

- Teens and parents often go without these necessary items. Create kits with shampoo, toothpaste, shavers, deodorant, combs, moisturizers, nail polish, etc., for males and females. Consult your Social Worker for specifics. Many Social Workers do not want sharp implements included in these packets. This is a great activity for teen groups! Your Program Coordinator may also be given packs for distribution to unmatched Social Workers' caseloads.

Placement Packs:

- Being removed from one's home can be unsettling and frightening. Often a child is removed from an unsafe situation and is taken with literally nothing but the clothes on his/her back. Placement packs contain essential personal items and a few "goodies" to comfort a child through the trauma of entering a strange, new environment. Your Program Coordinator may also be given packs for distribution to unmatched Social Workers' caseloads.

Birthday Gifts and Party Supplies:

- New small gifts of universal appeal (games, puzzles, art supplies, etc.) help Social Workers reach out to the children on his/her caseload by acknowledging their special days. We hear many stories of children in their teens who have never celebrated their special day! A gift supplied through a Social Worker might be the only present that some children receive.

Movie, Museum Passes:

- Gifts of these sorts allow a family to share an entertaining/educational experience. Please check with your Social Worker before doing a collection.

Car Seats:

- Please carefully review our discussion on cribs in the prior section on Appropriate and Safe Giving.
- You may want to initiate a Car Seat Fund drive to buy new ones.

Seasonal Projects

Family Food Baskets:

- Remember families who have insufficient resources for food by providing special meals for the holidays. Your Social Worker can provide information about culturally appropriate choices. Grocery store gift cards are always welcome at these special times.
- CCC works closely with FoodShare and other food distribution agencies in Connecticut. We do not directly accept collections of food but rather redirect food collections to the local FoodShare partner for handling and distribution.

Gift Baskets

- Spring Baskets: Help a child welcome the new season with a new warm-weather outfit, egg coloring kit, and a new toy, book or stuffed animal.
- Winter Holiday Gift Tree/Wreath, Mitten/Sock/Hat Tree.
- Ask your Social Worker to complete a Gift Request form from the resource section. Personalized individual gifts valued at \$30.00 or less per child are always appreciated. You can do an angel tree if you like.
- Hearth Stockings filled with items to keep the child warm, small toys, books, games, etc. are a big hit with the kids we serve.

Seasonal Packs


- Camp Equipment: Some of our children receive camperships but do not have the necessary items for an enjoyable experience. Pack a small overnight bag with a flashlight, bug spray, sun protection, swimsuit, beach towel, or other items.
- Summer Fun/Family Play Packs: Help children enjoy the outdoors with balls, chalk, Frisbees, jump ropes, kites and sports items. Help bring a family together with cards, board games, jewelry or model making kits, and other activities they can do together.
- Back-to-School Backpacks: Children look forward to new supplies to begin the school year. The purchase of such items can stretch the budget of a single parent or foster family who may have difficulty just buying food. FBOs may provide backpacks containing any age-appropriate items.
- While it is best for Backpacks to be completed by mid-August to give your Social Worker ample time to deliver them, they are always welcome as new cases of abuse/neglect are substantiated throughout the school year.
- After the winter school break children are again in need of school supplies.

Seasonal Drives

- As soon as the weather turns chilly, we need winter coats. Only coats for preteens are needed, as we find that teens prefer “hoodies” (zipped or unzipped hooded sweatshirts) or to do their own purchasing using a gift card.
- Join our annual collection drive for new and very gently used winter coats for ages four through 12.
- You may drop off the donated items at the Bloomfield office, coordinate delivery with your Social Worker, or arrange for pickup of twelve items or more by contacting your Program Coordinator.
- Hold a gift card drive for the purchase of winter outerwear for teens.
- Ask your Social Worker to complete a winter outerwear Gift Request form and hold a drive to fill the items on their list.
- Campership Fund Drive: Summer camp experiences provide an opportunity to increase a child’s self-esteem and improve social skills. They also provide a break for children who live in stressful environments as well as for their adult caregivers. Most camps begin accepting applications in March and may offer discounts, so let your Social Worker and Program Coordinator know if you are planning to provide this opportunity.
- Your Program Coordinator can recommend the standard amount CCC awards per child for camperships or you may choose to provide full scholarships for the specific requests made by your Social Worker.

Seasonal Planner

In many ways, the AASW program is seasonal. We have based this sample planner on some of the more popular projects done by covenanted FBOs. It will be useful for anticipating needs and planning activities. Your FBO determines the projects in which you will engage, based on your outreach goals and with the input from your adopted Social Worker and Program Coordinator. Some FBOs plan an activity for almost every month of the year, while others only respond to requests for the most basic needs. CCC appreciates all levels of program participation!

Seasonal Planner	
<p data-bbox="297 363 691 394">Fall – August through November</p> <ul data-bbox="399 436 1443 688" style="list-style-type: none">• Requests from Social Workers typically increase as teachers report children who are in need of clothing.• Begin to plan winter holiday projects by discussing them with your FBO community and your Social Worker or Program Coordinator. Understand, communicate and confirm the expectations of all parties regarding quantities and deadlines.• School supplies are needed prior to the start of school but are always welcome.• Winter Coat drives can begin at the first sign of chill.	
<p data-bbox="297 758 724 789">Winter – December through March</p> <ul data-bbox="399 831 1443 1150" style="list-style-type: none">• Remember to report holiday activity on your monthly report while it is fresh in your mind!• Share thank-you notes and stories with your FBO and your Program Coordinator.• Mittens, hats and socks are welcome throughout the cold months.• Alert your FBO and your Social Worker if you will be providing Camperships. Many camps accept registrations in March.• Plan Spring projects during this period. If you are putting together Easter, Purim or Passover Baskets, check the date of the holiday (which changes each year) to complete them on time.	
<p data-bbox="297 1224 626 1255">Spring – April through May</p> <ul data-bbox="399 1297 1443 1549" style="list-style-type: none">• Requests for summer clothing will increase as the weather warms up.• Start to plan and communicate Back-to-School Projects since most FBOs experience a decrease in attendance during the summer. Your Social Worker will need the packs by mid-summer to deliver them before school begins in late August.• Summer toy and sports equipment drives• Stuffed animal collections	
<p data-bbox="297 1619 643 1650">Summer – June through July</p> <ul data-bbox="399 1692 1443 1829" style="list-style-type: none">• Complete monthly reporting before CCC’s fiscal year ends on June 30.• Let your Social Worker and Program Coordinator know if you will be away for an extended period. Let them know who will be filling in for you.• Plan to complete Back-to-School-Packs projects by mid- August.	

Gift Ideas and Project Inventories

Back-to-School Backpacks

Please consider helping children stay in school by donating the items on the list below. If you like, fill the backpacks with additional items you feel will encourage a child to go to school.

Children removed from their home are often required to attend a new school as part of a placement process and have an increased need to feel like they belong; please do not provide used items unless they are in like new condition.

It helps to start the collection process at the end of the previous school year so they may be assembled and in the Social Worker's hands by mid-August.

Whenever you begin your collection, coordinate with your adopted Social Worker on when in August you can expect to receive detailed lists, which should include whether the children are girls or boys, their ages and the grades they will be attending in the fall. Social Workers must still be able to pick up the packs for delivery to the children by mid to late August.

Book Bags/Back Packs Inventory



Elementary

- Book -- age appropriate
- Small packets of tissues
- Colored pencils
- Crayons
- Drawing pad
- Erasers
- Glue sticks
- Journal
- Markers (nonpermanent)
- Notebooks; loose leaf & paper
- Pencils, sharpener
- ruler
- Scissors, blunt
- Key chain toy
- Binder
- Tape



Middle/high school

- Book -- age appropriate
- Colored pencils, pens
- Colorful spiral notebooks
- Geometric stencils & compass
- Drawing pad
- Erasers
- File folders, colorful
- Glue sticks
- Journal
- Markers (nonpermanent)
- Loose leaf three hole paper
- #2 pencils & sharpener
- Ruler
- Red pen
- Small stapler & staples
- Tape

Small Container/Shoe Box/Tote Bag Ideas



Infant to Toddler (0-3)

- Baby bottles & nipples
- Baby Lotion
- Baby shampoo
- Infant comb & brush set
- Diaper rash ointment
- Nightlight and bulb
- Pacifier
- Teething toy
- Baby socks
- Small picture book
- Onesies T-shirts
- Wash cloth & baby wrap towel
- Stuffed animal (no beanie babies style, no parts to swallow)



Preschooler to Schooler (4-11)

- Apple juice
- Bar of mild soap
- Brush & comb set (ethnically sensitive as possible)
- Bubbles
- Doll, ball, small toy
- Flashlight with batteries
- Small pack of tissues
- Colored pencils or crayons
- Coloring or sticker book
- Gentle shampoo
- Sidewalk chalk
- Notebook
- Story book
- Toothpaste & toothbrush
- Socks
- Underwear (pay attention to size and gender)

Adolescents (12-18)

- Brush & comb set (as ethnically sensitive as possible)
- Fingernail polish
- Toothpaste & toothbrush
- Deodorant
- Safety razor & shaving cream
- Shampoo & hair rinse (as ethnically sensitive as possible)
- Key fobs
- Flashlight with batteries
- Age appropriate book
- Lip-gloss, lip-balm
- Complexion cleansing pads
- Journal
- Underwear (pay attention to size and gender)
- Socks
- Sanitary pads
- Games or playing cards
- Manicure/
- Pedicure kit

Placement Packs

Placement packs are given to children entering out-of-home placement. Often these children are removed from an unsafe situation with literally nothing but the clothes they are wearing. These packs are greatly appreciated as they provide comfort to children who are abused or neglected during very difficult times. The essential and comfort items in a placement pack may be the only belongings a child or teen has when placed in a new home.

We thank you for working with us to provide placement packs for children in need. Please customize each pack to be specific by age range, gender, and size, using the lists below. It is helpful if each pack is labeled with the gender and the size of clothing included. Care should be given to ensure consistency within each one. The listed items are just suggestions. While not all the items on these lists are required, many are desperately needed and, of course the bag itself sends a message of support to the child. We have heard many concerns from Social Workers about how handing the child a trash bag of their belongings makes a child feel even less self-esteem.

Placement Pack Inventories



Infant to Toddler (0-3)

- Diaper bag or tote bag
- 5+ disposable diapers (12-24#)
- 8 + disposable towelettes
- 2 undershirts or onesies
- Baby bottle and nipple (8 OZ.)
- Ready -to-feed formula (32 OZ.)
- Receiving blanket
- Socks (2 pairs)
- Baby shampoo
- Picture book
- Stuffed toy (no beanie babies style, no parts to swallow)
- Baby comb or brush
- Small can apple juice
- Teething ring
- Pacifier
- Baby soap
- Blanket bag sleeper
- Additional clothes



Preschooler to Elementary School (4-11)

- Tote bag or equivalent
- Socks (2 + pairs)
- Underwear (boy's or girl's) 2 + sets
- Towel and wash cloth
- Brush and comb (as ethnically sensitive as possible)
- Small package of tissues
- Shampoo and conditioner(as ethnically sensitive as possible)
- Gentle soap
- Toothpaste and toothbrush



- Flashlight and batteries
- Stuffed toy
- Pajamas
- Disposable towelettes
- Coloring book and crayons
- Age appropriate book
- Small game
- Sugar free sucking candy

Adolescents (12-18)

- Duffel bag or equivalent
- Underwear (boys' or girls') 2 + sets
- Socks (2 + pairs)
- Towel and wash cloth
- Feminine sanitary supplies
- Shampoo and conditioner(as ethnically sensitive as possible)
- Bath soap
- Razor and shaving cream
- Deodorant
- Toothbrush and toothpaste
- Extra large tee shirt (to sleep in)
- Complexion cleansing pads
- Brush, comb or hair pick (as ethnically sensitive as possible)
- Flashlight and batteries
- Stuffed toy
- Lip balm
- Journal and pen
- Hat, gloves, scarf
- Age-appropriate book
- Small game or deck of cards
- Travel alarm clock
- Small package tissues
- Nail polish
- Sugar free hard candy

Gift Ideas for Individual Children

Boys/Girls ages 3 – 7

- Picture books
- Bedtime stories
- Easy reader books
- Building blocks
- Dolls/action figures (no small parts, ethnically appropriate when possible)
- Dress up clothes
- Play dough
- Coloring books and crayons
- Sticker books
- Bubbles
- Jump rope
- Balls
- Sidewalk chalk
- Age-appropriate building blocks (no small pieces)
- Stuffed animals

Boys/Girls ages 7 – 12

- Age-appropriate building/block sets
- Action figures/dolls (ethnically appropriate when possible)
- Sporting equipment, i.e. soccer balls, basketballs, etc.
- New board games
- Stuffed animals
- Playing cards
- Gift certificate to chain toy store or bookstore
- Age-appropriate books
- Art/Craft kits

Teens

As our children grow, they want to begin choosing for themselves; we want to encourage this process. We have found that the best gifts for teens are gift cards that allow them to pick the exact thing they want for themselves. We recommend you give gift cards for specific chain stores that are easily accessible and provide low cost high quality items.

- Age-appropriate books
- Gift cards to chain bookstores, clothing stores, or box stores



Support all CCC Programs

CCC truly appreciates the generosity of everyone who wants to help meet the needs of children and their families! Your FBO is part of our core program AASW, but you can support our other programs as well.

Critical Goods Program

Our Critical Goods program supports the need for particular items that adopted and unmatched Social Workers regularly request for their families. Donations of these items help make life better for children and families throughout Connecticut. Please share with your community the need for these items. Our Critical Goods Program Coordinator is happy to arrange for pickup of the larger items for immediate distribution to children on our waiting list.

- Dressers
- Kitchen table and chairs
- Living room furniture
- Gently worn, clean children's clothing (ages 0-13)
- Dishes, pots and pans
- Towels and face cloths
- Used toys in excellent condition
- Gently used, clean stuffed animals
- Used children's books in excellent condition
- Gently used, clean twin bed sheet sets
- Infant supplies
- Diapers
- Blankets and new comforters



Critical Goods Volunteers Needed

CCC needs volunteers who can help in our Bloomfield office sorting and packaging non-furniture items for delivery and generally working in our Critical Goods closet. The furniture delivery aspect of the Critical Goods program needs healthy, strong volunteers to help with the pickup and delivery of new beds and donated furniture throughout Connecticut.

Mentoring Program

The CCC Mentoring program is unique in that the model calls for Mentor Support Groups that meet on a regular schedule to discuss their relationships with their mentees, share ideas for activities, problem solve, plan group activities, and take advantage of ongoing educational opportunities from CCC.

We are always in need of new mentors! Your FBO can sponsor a Mentoring Support Group with as few as three mentor volunteers and a group leader. We offer all the support and training your group needs, there is no direct cost to the FBO other than offering a meeting space for the group.

This is the single most rewarding volunteer experience we offer. To learn more please contact our Mentoring Program Coordinator at the CCC office in Bloomfield, at 860-243-1806.

Children's Enrichment Fund

Cash collections donated to CCC can help with the purchase of those items regularly needed by children and families, which may require direct payment or purchase. The list is endless, below are examples of how cash donations to the Children's Enrichment Fund might be spent.

- Birthday gifts
- Holiday gifts
- School related
- Field trips
- Class pictures
- Prom
- Sports programs
- Music lessons
- After school programs
- Enrichment programs
- School uniforms
- Summer Camperships
- Parenting classes
- Car seats
- Grocery gift cards

Questions & Answers

Q. May we invite client families to our covenant signing?

A. Families may be invited, but only through the Social Worker due to confidentiality requirements. Some families may choose not to attend because they want to keep their family issues private.

Q. How can we do more to help children who are abused, neglected and at-risk?

A. Your FBO can:

- Add additional Social Workers to the adoption;
- Make donations of goods or cash to CCC's Critical Goods program or Children's Enrichment Fund;
- Host a Mentoring program group;
- Conduct special projects during the year;
- Contribute to the overall CCC budget.

Q. How can we get our entire FBO community involved in the program?

A. Personalize the program as much as possible by:

- Asking your Social Worker to give you details of the families and their reaction to donations from your group.

- Tell the stories.
- Once or twice a year invite your Social Worker to speak to your FBO and to perhaps bring a client who is willing to tell his/her story.
- Have a designated location for CCC collections, requests, and thank you notes.
- Include mention of AASW in your newsletters and bulletins and make announcements when appropriate.
- Share CCC newsletters/announcements/events with your FBO community.
- If your Social Worker has not made a recent request, contact him/her about having a special project to keep your FBO engaged.

Q. If we have the resources, may we add an additional worker?

- A. If your FBO would like a second worker, discuss the possibility with your AASW Program Coordinator. S/he will help you find the best way to use your FBO's resources, which could include an additional Social Worker.

Q. Are we expected to fill all of our SW's requests?

- A. Your FBO is not expected to fill all requests, but any that can be filled are always greatly appreciated by the Social Worker and the families they serve. You are always welcome to contact your Program Coordinator or the CCC main office when trying to assist with requests you are not able to fill.

Q. How long should I wait before calling my Program Coordinator if items are not picked up by the Social Worker?

- A. Please, remember that your Social Worker's schedule changes drastically on a daily basis, due to the number of cases they are assigned, requirements by the court system or their supervisor, and emergency placements that occur. After you have waited a week without contact, however, you are welcome and encouraged to contact your Program Coordinator to intervene.

Q. How often should I expect to hear from my Social Worker and what should I do if I am not hearing from my Social Worker?

- A. Your Social Worker should make contact at least two times per month to make requests and build communication with their Liaison (you). If you have concerns that your Social Worker is not being active with your FBO, is not returning phone calls or making requests monthly, it is time to call your Program Coordinator for assistance. Your Program Coordinator is the best person to determine why the Social Worker has not been active and can make the necessary changes to keep your program active.

Q. How often should I send a donation report to CCC?

- A. Monthly reports are vital to CCC. Please send your monthly donation report to CCC on a monthly basis, even if there are no donations to report.

Q. Why are cash values listed for items purchased for the Social Worker?

- A. We need to have a close approximation of donated items to be able to measure the impact that our work with you has on the children we serve. This critical information allows us to

identify what works and what other programs or partnerships we need to develop. In addition, these reports allow us to recognize your FBO's donations.

Q. Can we drop off donations directly at a DCF office?

- A. Yes, as long as this is coordinated with your adopted Social Worker. Keep in mind that DCF has little or no storage space. Social workers can arrange for items to be delivered directly to a family but the Social Worker must always be present on these occasions. If it is a special project or collection that your Social Worker cannot accept at the DCF office, you may always drop off donations directly to CCC's office in Bloomfield (in the case of a large donation we can arrange for pickup)

Chapter 4: AASW Adopted Social Worker

In this Chapter;

- ✓ Thank you for Volunteering
- ✓ Detailed Job Description
- ✓ Social Worker Intake Sheet
- ✓ Request and Referral Forms
- ✓ Guidelines and Aids in Writing Thank You Letters
- ✓ Questions and Answers

Thank you for volunteering

Thank you for making a commitment to the AASW program. In your role as an adopted Social Worker, you will be able to provide additional resources to the children you serve. As you share stories of the children in your caseload, your adopting FBO will grow in their awareness of the plight of children who experience abuse, neglect, and poverty.

The members of your adopting FBO are participating in this program to improve the lives of children and families in Connecticut. They will expect to hear from you on a regular basis. Contact your Liaison monthly to discuss how your FBO can provide items for children. Remember that many do not understand the tough choices that your families must make as they struggle with limited resources. Be prepared to help them understand the unique needs of the children in your caseload.

It is our hope that you will feel nurtured by a caring FBO community, and experience the satisfaction of allowing the FBO community to express concern and care for your clients.

Detailed Job Description

There are many ways you can ensure successful participation in the AASW program. With just a small amount of time and commitment on your part, you will reap the benefits of additional resources for your clients.

Make regular, specific requests. Keep the program active year round

- Be specific:
- Requests for clothing should include the size of the child.
- All requests should include age, gender, favorite color, number of items needed, and other preferences.
- Discuss with your Liaison the types of donations that will be most helpful to

your caseload.

- If you are making more than one request at a time, prioritize the needs for your Liaison.
- Submit all requests, particularly for holidays and birthdays, with enough time for your Liaison to communicate them to the FBO in bulletins or newsletters.
- Whenever possible, make requests in writing using the CCC Gift Request Form, this is particularly helpful during busy times of the year, e.g. back-to-school, holidays, etc.

Keep your Liaison and FBO motivated

- Be present for Covenant Signings and Covenant Renewals.
- Provide information on needs unique to your client population.
- Personalize your requests as much as possible.
- Share the circumstances leading up to a request. Many members of the community are not familiar with the kinds of choices families on limited incomes are forced to make.

Respect your FBO community

- Most FBOs are engaged in multiple outreach projects and/or may have time and resource limitations. Be appreciative of their efforts.
- Do not give out your Liaison contact or personal information.
- If you know of a fellow Social Worker who would benefit from the AASW program or other CCC programs please encourage them to contact your AASW Program Coordinator or the CCC office.

Coordinate timely pick-up and delivery of donations

- Be diligent about working with your Liaison to ensure timely distribution of donations to clients.
- When urgent requests are filled by the FBO, pick up should be immediate.
- Always be present if members of the FBO deliver donations to clients.
- Be sure to comply with your agency's policies regarding your clients' privacy, i.e. the use of "Release of Confidentiality" forms.

Communication

- Return Liaison phone calls and answer e-mails as soon as possible, at most within two days.
- Call or e-mail your Liaison on a regular basis (at least every two weeks).
- Send "thank you" letters to the FBO regularly.
- Send a copy of your acknowledgement letter to CCC; we like to see how things

are going too!

- Attend regional meetings held by your AASW Program Coordinator.
- Take advantage of invitations to visit the FBO or speak to your FBO's community members.
- Use the forms provided and complete them legibly and thoroughly.
- All forms are available online at www.covenanttocare.org.

Contact your Program Coordinator

- For ideas about special projects your FBO can do for your clients.
- If your match is not working out, for whatever reason.
- If you are speaking to or visiting your FBO.
- If you are transferred, change positions or leave the agency.
- If your name, phone number or e-mail address changes.
- To refer a FBO or Social Worker to this program.
- For help with thank you letters.
- If you are not able to pick up an "urgent request" donation.
- Whenever you have **any** question about the program!

CCC programs

- Contact the CCC Mentoring program if you have a child, in your caseload who would benefit from a one-on-one mentoring relationship.
- The CCC Mentoring Program Coordinator can determine if our program is a good fit for your client child.
- Please use the Mentoring referral form when making a mentoring match request for a child on your caseload.
- For unusual needs or items that your FBO may not be able to provide, contact the CCC Critical Goods or Children's Enrichment Fund programs.
- Please completely fill out the Critical Goods request form.
- Please completely fill out the Children's Enrichment Fund form.
- Contact your AASW Program Coordinator or call the CCC office to learn more about our other programs.

Social Worker Intake Sheet

We ask that, as a Social Worker hoping to be matched with a covenant FBO or wishing to work directly with our Critical Goods and/or Children's Enrichment Fund program, you complete a Social Worker Intake Sheet. The information on this sheet will aid your AASW Program Coordinator in creating the best match for you, and will allow us to connect you with groups doing special projects that fit your needs.

Request and Referral Forms

AASW Gift Request Form

Please use this form when making requests to your FBO Liaison. It will help in the communication between you and your Liaison. This form is especially helpful during the holidays to keep things straight and ensure you are getting your needs met.

Critical Goods Request Form

Please use this form when making requests of our Critical Goods program. Requests may be faxed to our main office at 860-243-0100 to the attention of the Critical Goods Program Coordinator. Please take the time to print legibly and to complete the entire form. Requests that are unreadable or incomplete go to the bottom of the request pile, or they may be returned to you unfilled. If you have questions regarding your request, contact the Critical Goods Program Coordinator at the main office number, 860-243-1806.

Other than mattresses and box springs, the items provided by the Critical Goods program are donated items, usually used but in excellent condition.

Because we deliver the furniture request directly to your client's family, we do ask for contact and address information.

When you request household items, clothes, toys, etc. we will complete the order and then contact you to schedule your pickup of the items.

Children's Enrichment Fund (CEF) Request Form

Please use this form when making requests of our CEF program. Requests may be faxed to our main office 860-243-0100 to the attention of the CEF Program Coordinator. Please take the time to print legibly and to complete the entire form. Requests that are unreadable or incomplete go to the bottom of the request pile, or may be returned to you unfilled. If you have questions regarding your request, contact the CEF Program Coordinator at the main office number 860-243-1806.

Please be as specific in your request as possible and request a reasonable amount for the item(s) being requested.

Before making a request, please make sure there is not another service that easily provides the needed item(s) for the child. We have set amounts for frequently requested items. If you are in doubt, please call our CEF Program Coordinator before submitting the request.

Social Worker Intake Form



fax to: 860-243-0100

Social Worker Name: _____ Date: _____

Agency: _____ Regional office: _____

Agency mailing address: _____

City: _____, Zip: _____ Phone: _____

Cell: _____ Fax: _____ Email: _____

Supervisor's name: _____

Supervisor's phone: _____ Email: _____

Job Title or Position: _____

How long have you been with this agency? _____

Your court day usually is: _____ Best time to call: _____

How many children are in your caseload right now? _____ Age Range: _____

How many of these children are in some form of foster care? _____

In which town are most of your children located?

Why do you want to participate in the Covenant to Care for Children AASW program?

I promise to abide by the AASW guidelines and job description.

SW Signature: _____ Date: _____

SW Supervisors Signature: _____ Date: _____

AASW Gift Request Form



Social Worker: _____ Date of Request: _____

Phone: _____ Cell: _____ Email: _____

Child's First Name	Age	M/F	Ethnicity	Specific Request: Please be as detailed as possible, i.e. size, color, brand, title, style

Purpose of Request(s) (check all that apply)

Mandated by Court	<input type="checkbox"/>	Family Preservation	<input type="checkbox"/>	Family Support	<input type="checkbox"/>
Reunification	<input type="checkbox"/>	Relative/Foster Care	<input type="checkbox"/>		<input type="checkbox"/>
Independent Living	<input type="checkbox"/>	Other	<input type="checkbox"/>		<input type="checkbox"/>

Guidelines and Aids in Writing Thank You Letters

Thank you letters are critical in maintaining a good relationship with your Liaison and FBO. Remember that the members of the FBO community participate in this program because they want to make a difference in the lives of children. Expressions of gratitude affirm their efforts. It is better to express your appreciation too often, rather than not often enough.

Your Program Coordinator always appreciates a copy of your note.

What to Say:

Concentrate on their kind gestures, be truthful, and say something positive about the giver and donation and you will have a winning thank you letter.

- Mention in some detail what you are grateful for
- Express your gratitude in an enthusiastic, appreciative way
- Say why you or your client liked or needed the gift
- Close by saying something nice about the FBO

The notes may be from your clients or from yourself. Notes from children are especially appreciated by your Program Coordinator, Liaison, and FBO.

How to Say it:

Phrases:

- Absolutely perfect choice
- Family was pleased/grateful
- An excellent idea
- Appreciate this opportunity
- Appreciate your kindness
- Cannot tell you how delighted the family was with...
- Convey my personal thanks to everyone who...
- Deeply appreciate
- Deep sense of gratitude
- The children derived great pleasure from...

Words You Can Use:

- Admire
- Appreciate
- Benefactor
- Impressed
- Kindness
- Large-hearted
- Delighted
- Special
- Overjoyed
- Stunned
- Surprised
- Enjoyed
- Favorite
- Overwhelmed
- Perfect
- Generous
- Gracious
- Grateful
- Happy
- Pleased
- Remarkable
- Satisfying
- Sensational
- Terrific
- Thoughtful
- Thrilled

Sample thank you letters from the Social Worker to donating FBO follow on the next few pages.

Date

Name and address of Liaison

Dear _____,

On behalf of the children your congregation has so generously helped, I would like to extend my most sincere thanks and appreciation to everyone at _____ for their kindness and generosity to provide for the back-to-school needs of our children.

All of the children were delighted to receive their new clothes and backpacks like other children returning to school. You helped build their self-esteem and they felt proud to have new clothes for the first day of school. I believe helping them in this way will encourage them to attend school regularly.

I would like to take this opportunity to extend a special thanks to you, my Liaison, for your energetic, personable, and enthusiastic assistance to help the children in my caseload. You and your congregation always go far beyond what I request.

G-d bless you all,

Your Name and Title

cc: Program Coordinator Name,
Covenant to Care for Children
120 Mountain Avenue Suite 212
Bloomfield, CT 06002

Letterhead stationary if possible

Date

Name and Address of Liaison and/or FBO

Dear _____ Community,

With another holiday season just passing, I write to thank you for your incredible effort and generosity on behalf of our families here at the _____ [names agency served](#). Thanks to your compassion, ten families with a total of twenty children were well [Specific numbers](#) provided for this season. It is a privilege to be able to be the bearer of your kindness for these families and witness them experience the spirit of the season as they recognize that others in this community have selflessly extended themselves. [\(Humility\)](#)

I shared with the families the origins of this generosity; some have chosen to write a personal thank you. I have included these along with notes from the various other Social Workers involved. [\(Includes notes from clients and/or children\)](#)

I just want to share a quick story, which illustrates how overwhelming your generosity for these families has been. One of our workers delivered your gifts to a family for whom English is a second language. The mother began to look through the items and to put some aside separate from the others. The worker didn't think much of it to begin with, but as it continued, she asked the translator to request of the mother what it was that she was looking for. In her response, it became clear that she thought the worker had brought these things so that she could choose the things her family could most use, as she couldn't fathom that all of the packages were for her family! [\(Shares stories to make it personal\)](#)

In addition to each of you, I would like to extend a special thanks to Shirley for her efforts at organization, to Charles for his excellent coordination as well as flawless delivery and for John and JT for their time and plain old strength in helping with delivery. [\(Name specific members of community who extended extra effort\)](#)

May the kindness you have shown be returned to you all the year through. With best wishes for happiness, health and peace in the New Year ahead, [\(solid closing\)](#)

Your Name and Title

Cc: cc: Program Coordinator Name,
Covenant to Care for Children
120 Mountain Avenue Suite 212
Bloomfield, CT 06002

Questions and Answers**Q. As an adopted Social Worker, how often am I expected to visit my FBO?**

- A. Please know that your participation is not intended to interfere with your personal religious preference. You will be invited to attend services of your FBO on occasion, but you are only required to attend the Covenant signing and Covenant Renewals which occur either once a year or once every two years.

Q. What are the regional meetings and why should I attend them?

- A. Regional meetings are scheduled by your Program Coordinator and are invaluable to you, the Program Coordinator, and to the Liaisons of AASW. They provide an opportunity for communication with other Liaisons, to exchange information, share ideas, and experiences while providing feedback to the Program Coordinator. This information can strengthen the program, helping CCC determine more effective ways to provide the resources you need to serve families in your caseload. Your Program Coordinator brings new CCC information to the meeting and at times gives Social Worker's additional donated items for children. These regional meetings also provide a venue for CCC to offer informative and educational opportunities of interest to all participants.
-
-

Attachments

FBO/Liaison Contact Information



fax to: 860-243-0100

FBO: _____

Street Address; _____

City: _____, Zip: _____

Mailing Address (if different): _____

City: _____, Zip: _____ Phone: _____

Cell: _____ Fax: _____ Website: _____

Clergy Contact: _____

Email: _____

Office/Administrative Contact: _____

Email: _____

Liaison: _____

Email: _____

Phone: _____ Cell: _____ Fax: _____ Other: _____

Mailing Address: _____

City: _____, Zip: _____

Co-Liaison: _____

Email: _____

Phone: _____ Cell: _____ Fax: _____ Other: _____

Mailing Address: _____

City: _____, Zip: _____

Date: _____

FBO Liaison Monthly Donation Report



Reporting Month: _____
 Your Name: _____
 Are you the FBO Liaison: yes no
 Phone: _____
 FBO Name: _____
 FBO Town: _____
 Program Coordinator: _____

If you would like your Program Coordinator contact you, or if you would like to talk to an administrative staff person please let us know.

Staff Administrative Staff

If any of the following has changed since last month, please provide updated information:
 Adopted Social Worker Name: _____
 FBO leadership changes: _____
 Contact changes, use back of sheet if needed:
 address: _____
 email: _____
 phone: _____
 other: _____

Type of Service/Donation	Quantity of Items	# of Children	Estimated Value
Collections and/or Special Projects			
Specific Requests from Adopted Social Worker			

PLEASE ATTACH COPIES OF SOCIAL WORKER REQUEST FORMS TO REPORT!

This form may be completed online or by hand:

- send as an attachment in an email to info@covenanttocare.org
- fax to 860.243.0100 attention: Associate Director
- mail via USPS to:

Associate Director
Covenant to Care for Children
120 Mountain Ave, Suite 212
Bloomfield, CT 06002



We have tried to make this form as simple as possible. Please do your best to complete all the items on the form.

There are two types of services/donations to which your FBO community may have responded. Please complete both reporting sections. If there is no activity, simply note that in the appropriate section.

Collections and/or Special Projects:

In your AASW Manual, you are given suggestions for seasonal and year round projects. You may have even designed your own unique project in partnership with your Social Worker and/or Program Coordinator. We ask that you report these project donations, e.g.:

Collections and/or Special Projects	Quantity of Items	# of Children	Estimated Value
<i>Back-to-School Backpacks</i>	<i>30</i>	<i>30</i>	<i>\$750</i>
<i>New Winter Hats, mittens, scarf sets</i>	<i>25</i>	<i>25</i>	<i>\$150</i>

Specific Requests from Adopted Social Worker:

When your Adopted Social Worker makes a request for a specific child or family, for any sort of item(s), we ask that you report how that request was filled, e.g.:

Specific Requests from Adopted Social Worker	Quantity of Items	# of Children	Estimated Value
<i>Clothes for back to school – gently used boys outfits</i>	<i>15</i>	<i>3</i>	<i>\$90</i>
<i>Bike – gently used</i>	<i>1</i>	<i>1</i>	<i>\$25</i>
<i>Camperships – scholarships provided</i>	<i>2</i>	<i>2</i>	<i>\$200</i>

Value estimates are either actual cost of providing items, the individual donor's estimate of value or your personal best guess at value. CCC does not assign the cash value of donations.

Social Worker Intake Form



fax to: 860-243-0100

Social Worker Name: _____ Date: _____

Agency: _____ Regional office: _____

Agency mailing address: _____

City: _____, Zip: _____ Phone: _____

Cell: _____ Fax: _____ Email: _____

Supervisor's name: _____

Supervisor's phone: _____ Email: _____

Job Title or Position: _____

How long have you been with this agency? _____

Your court day usually is: _____ Best time to call: _____

How many children are in your caseload right now? _____ Age Range: _____

How many of these children are in some form of foster care? _____

In which town are most of your children located?

Why do you want to participate in the Covenant to Care for Children AASW program?

I promise to abide by the AASW guidelines and job description.

SW Signature: _____ Date: _____

SW Supervisors Signature: _____ Date: _____

AASW Gift Request Form



Social Worker: _____ Date of Request: _____

Phone: _____ Cell: _____ Email: _____

Child's First Name	Age	M/F	Ethnicity	Specific Request: Please be as detailed as possible, i.e. size, color, brand, title, style

Purpose of Request(s) (check all that apply)

Mandated by Court	<input type="checkbox"/>	Family Preservation	<input type="checkbox"/>	Family Support	<input type="checkbox"/>
Reunification	<input type="checkbox"/>	Relative/Foster Care	<input type="checkbox"/>		<input type="checkbox"/>
Independent Living	<input type="checkbox"/>	Other	<input type="checkbox"/>		<input type="checkbox"/>

PLEASE PRINT CLEARLY. INCOMPLETE FORMS CANNOT BE PROCESSED

Social Worker: _____ **Agency:** _____

Date of Request: _____

Phone: _____ **Cell:** _____ **Email:** _____

Client contact name: _____

Delivery Address: Number, Street, Apt#: _____

City: _____ **Zip:** _____ **Contact Phone:** _____

Family Ethnicity: mark all that apply (for reporting purposes only)

African__ European__ Latino__ Asian__ Other _____

Item	Quantity
Twin Bed	
Twin Sheet Set/Blanket	
Bunk Bed Set	
Crib	
Crib Cover & Sheet Set	
Baby Blanket	
Bath Towels	
Kitchen Table	
Kitchen Chairs	
Dressers	
Clothing	
New Baby Needs Pack	
Other Furniture	

List all persons less than 18 years of age living in household.

Gender	Age	Size	Purpose of Request
			Mandated by Court
			Reunification
			Family Support
			Independent Living
			Family Preservation
			Relative/Foster Care
			Other

We do not accept used car seats or any appliances.

If your client needs something not on this list, please use CCC CEF request form.

SW Signature: _____ **Date:** _____

SW Supervisor's Signature: _____ **Date:** _____

PLEASE PRINT CLEARLY. INCOMPLETE FORMS CANNOT BE PROCESSED

Social Worker: _____ **Date of Request:** _____

Agency/City: _____

Phone: _____ **Cell:** _____ **Email:** _____

Client Name:

Residence City: _____ **Zip:** _____

Family Ethnicity: mark all that apply (for reporting purposes only)

African__ European__ Latino__ Asian__ Other_____

Number of children in client’s family: _____

Make check payable to: (We never write check to client!)

Check Delivery: (circle one) pick up mail*

*Mail check to: Number, Street, Apt#:

City: _____ **Zip:** _____

Amount Requested _____

Purpose of Request	
Mandated by Court	
Reunification	
Family Support	
Independent Living	
Family Preservation	
Relative/Foster Care	
Other	

Please describe specifically what you are requesting and why (use more paper if needed):

SW Signature: _____ **Date:** _____

SW Supervisor’s Signature: _____ **Date:** _____