SUPERIOR COURT OF THE STATE OF CALIFORNIA
COUNTY OF SAN FRANCISCO
400 McAllister Street, Room 202
San Francisco, CA 94102

Probate Department
Room 202
(415) 551-3650

Probate Courtroom
Room 204
(415) 551-3702

Dear Friend,

In 1994, the Probate Department of San Francisco, with the help of the American Association of Retired Persons, founded the Guardianship Monitoring Program. Since then, volunteers from AARP have been helping the Probate Court review the situations of children who have guardians appointed by the Court..

Every year, the Probate Court in San Francisco appoints guardians for children who for a variety of reasons, including the unavailability of their parents, need someone to raise and protect them. This is a great responsibility. The San Francisco Probate Court is interested in assuring that the children are getting the care they need and that guardians have the knowledge they need to carry out their responsibilities. That's where you may be able to help. The Court needs concerned volunteers who can give about 2-4 hours per week to be Court Visitors or Records Researchers.

Court Visitors serve as the Court's eyes and ears, by visiting children under guardianship to see whether they appear to be receiving appropriate care. Court visitors report their findings to the Court for the Court's consideration. Records Researchers review the guardianship files at the Court and determine current information concerning the whereabouts of the guardian and ward. As a volunteer, you will receive initial training and ongoing support from the Court.

We invite you to consider serving as a Court Visitor or a Records Researcher. Enclosed is a more detailed explanation of this effort and an application. If you would like more information, you may contact Mary Joy Quinn at (415) 551-3666. The applications must be submitted by April 1, 2004.

Sincerely,

Judge John Dearman
Presiding Judge, Probate Court

SAN FRANCISCO PROBATE COURT VOLUNTEER PROGRAM

Background: The Probate Court appoints guardians for children who, because of many causes, including the unavailability of their parents, need someone to raise and protect them. The Court is interested in assuring that the children are getting the care they need and that the guardians have the knowledge they need to carry out their responsibilities.

Court Visitor	Records Researcher
The Court Visitor goes to the child's residence, observes conditions and talks with the child. The Court Visitor will also speak to the guardian and any other people who are caring for the child. The visit may uncover specific needs, for example: * The Guardian is a grandmother who is raising her two grandchildren. She qualifies for financial assistance, but does not know where to go for help in applying for these benefits. * The ward is attending a new school and is having trouble adapting. The Court Visitor uses a standard reporting form to record observations and to make any recommendations for court consideration. Qualifications: Good observing, listening and communication skills are required. Also needed: friendliness, common sense, willingness to use standard case reporting form, and to follow routine court procedures. Court Visitors should possess a desire to see that children who may be in vulnerable situations receive good care.	The Records Researcher works at the Probate Court where he/she reviews guardianship files to ascertain the current address and telephone number of the guardian and ward. Once the Researcher has tracked down this current information, he/she prepares a report with up-to-date information on the guardian and ward. This research may involve: * Contacting people listed in the file to make inquiries. * Using telephone books and other directories. Verifying records with telephone calls and letters. The Records Researcher's work is very important to the smooth operation of the Guardianship Monitoring Program. Qualifications: Attention to detail, accuracy, good organizational and investigative skills, patience. Records Researchers should possess a desire to see that children who may be in vulnerable situations receive good care.

Training and Support: Covers the guardianship process, communicating with children, what to look for on visits, and pertinent community resources. Volunteers are supervised by Probate Court staff. Follow-up training and quarterly meetings are also provided for the volunteers.

Time and Place: A volunteer should be able to give about 3-5 hours per week. Records Researchers will work at the Probate Court. Court Visitors will pick up their assigned cases at the court. Court Visitors should expect to use their own automobiles and to do a significant amount of driving in the course of their work, since cases will be throughout San Francisco County. However, volunteers have the option of requesting another case if they feel the distances will be too great, or if other factors in the case make it too difficult to complete. The Court will reimburse Court Visitors for mileage.

Next Step: If you wish to volunteer, please fill out the attached application and mail it to the address on the application. For more information, call Mary Quinn at (415) 551-3666.

COURT VOLUNTEER APPLICATION FORM
San Francisco Probate Court

Office Use
Interviewed ____
Contact later ___
Trained _____
Start date _____
Resigned _____

Name _____

Address _____

City _____ **State** _____ **Zip** _____

Home Phone _____ **Business Phone** _____

Date of birth: _____ **Social Security #** _____

For which volunteer job are you applying? ☐ **Court Visitor** ☐ **Records Researcher**

What interests you about volunteering in the role you have selected?

In what kinds of volunteer activities have you been active or are you currently active?

Organization	Position	Date

What kinds of life experiences have you had which relate to this volunteer position?

Languages spoken: _____

Are you currently: ☐ **Retired** ☐ **Seeking Employment** ☐ **Employed:** ☐ **Full-time** ☐ **Part-time**

Primary occupation/profession: _____

Please describe your employment history:

Name of employer(s)	Position held	Dates of employment
1.		
2.		
3.		

Check the highest educational level completed: ☐ High School ☐ Some college/technical school ☐ College ☐ Advanced degree

Please list three references (non-relatives) who could vouch for your character and your ability to do this job:

Name	Relationship to you	Phone Number
1.		
2.		
3.		

Do you have a valid California Drivers License? ☐ Yes ☐ No

License Number _____

Name of auto insurance carrier _____ **Policy #** _____

Have you ever been arrested?
(Exclude arrests involving traffic violations) ☐ Yes ☐ No

Court volunteers are asked and expected to make a one year commitment to this volunteer position. Barring unexpected emergencies, are you willing and able to commit to the full one year term of this project? Yes, I am willing to commit for one year _____.

Due to the sensitive nature of this position, the court will conduct a records check on qualified applicants. By signing below you agree to this records check.

_____**Signature**

_____**Date**

Return to: **Mary Joy Quinn**
Guardianship Monitoring Program
Civic Center Courthouse, Room 202
400 McAllister Street
San Francisco, CA 94102