



Second Judicial Circuit Guardian ad Litem Program



Deborah Moore

Circuit Director

November 30, 2012

Dear Volunteers,

It is time to recertify and a few things have changed. National CASA and the Statewide GAL office guidelines requires that we follow the *July 1 through June 30* fiscal year and that volunteers should complete *twelve* hours of Continuing Education each fiscal year. Additionally, for your convenience our website, www.gal2.org, has instructions for recording your efforts electronically, should you choose that method.

Attached is the traditional Continuing Education (CE) form with instructions for reporting your completion of the twelve hour requirement for FY 2013-2014. Also attached is the *NEW Code of Conduct* form. A signed copy of this code is also required each fiscal year, and you may return it with the CE form. Once you have completed the requirements, either manually or electronically, send the completed, signed, forms to our office. This may be done by one of the following ways:

1. fax to: (850) 606-1201
2. mail to: 1920 Thomasville Rd., Ste 208, Tallahassee, FL 32303
3. email/scan to: ce@gal2.org, or
4. submit the CE Form electronically at: www.gal2.org/ce (The Code of Conduct must still be faxed, scanned/emailed or mailed US Postal Service)

Remember, this is to be **done by June 30, 2013**. We will then mail you the FY 2013-2014 re-certification card that will expire on June 30, 2014. Thank you so much for your continued advocacy for our children.

Sincerely,

Chris Gornik

Chris Gornik
Volunteer Trainer
(850) 606-1228

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