



Community Service

School or company community service guidelines — please read carefully:

- SGVHFH reserves the right to terminate the agreement for community service if the participant is unproductive, fails to adhere to the guidelines, is disruptive or in any way negatively impacts the accomplishments of the organization's mission
- Attend Volunteer Orientation
- Turn in a Volunteer Information Form and any school- or company-related documents to the Volunteer Coordinator
- Register with VolunteerUP
- Use your VolunteerUP account to sign up for your service days. Arrive on time to volunteer, having read the Safety Manual and turned in the Liability waiver.
- Sign in and out upon arriving and exiting the service site. Use the Community Service Hours sheet each time you volunteer — it must be signed by a Habitat staff member each day before you leave to verify your hours.
- Once your hours are complete, notify the Volunteer Coordinator and submit your Community Service Hours sheet. The Volunteer Coordinator will sign any documents needed and submit them to you and/or your school or company.

Please submit any paperwork to:

San Gabriel Valley Habitat for Humanity

attn: Amy Borton

400 S. Irwindale Avenue

Azusa, CA 91702

By fax: 626-387-6890

By email: volunteernow@sgvhabitat.org

If you have any questions, please contact Amy at 626-387-6899 x17

