



Court-Ordered Community Service

Guidelines — please read carefully:

- Your sentence cannot involve a conviction of theft, assault or a sexual-related offense.
- Attend Volunteer Orientation
- Turn in a Volunteer Information Form and meet with the Volunteer Coordinator
- Submit the Court-Ordered Community Service Acknowledgment prior to the start of your service
- Submit written confirmation of your case/citation number and the required number of hours prior to the start of your service, along with any other important court documents or guidelines.
- 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 the court.
- 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



COMMUNITY SERVICE ACKNOWLEDGMENT

For our records, please complete the following in regards to your offense and the hours to be served. This is for our records only and will be kept confidential.

Number of community service hours to be completed _____ Date to be completed _____

Your offense was A traffic violation Other — please specify _____

Court name/address _____

Court contact _____ Phone _____

Case and/or citation # _____

Attach any necessary court documents or guidelines.

I, _____, having been required by law to complete community service do hereby acknowledge that I have received a copy of, read and understand San Gabriel Valley Habitat for Humanity guidelines for court-ordered community service. I also affirm that I will abide by the San Gabriel Valley Habitat for Humanity community service guidelines. Everything I have written here is true to the best of my knowledge.

Signature _____ Date _____

Please return this form to:
San Gabriel Valley Habitat for Humanity
attn: Amy Borton, Volunteer Coordinator
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