



COMMUNITY SERVICE ACKNOWLEDGMENT

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
- Complete the online volunteer orientation
- Turn in the Community Service Acknowledgement form and any school- or company-related documents to the Volunteer Manager **prior** to volunteering (hours will not be confirmed by SGV Habitat until this is completed)
- Register with [Volunteer Matrix](#)
- Use your [Volunteer Matrix](#) 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 Manager and submit your Community Service Hours sheet. The Volunteer Manager 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: Volunteer Manager

400 S. Irwindale Avenue

Azusa, CA 91702

By fax: 626-387-6890

By email: volunteernow@sgvhabitat.org

If you have any questions, please contact the Volunteer Manager at 626-387-6899 x17
or by email at volunteernow@sgvhabitat.org.



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Please complete the following in regards to your community service 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 _____

The purpose of your community service is " School " Work " Other — please specify _____

Organization name/address _____

Organization contact _____ Phone _____

Email _____

Attach any necessary documents or guidelines.

I, _____, do hereby acknowledge that I have received a copy of, read and understand San Gabriel Valley Habitat for Humanity guidelines for community service. I also affirm that I will abide by the San Gabriel Valley Habitat for Humanity community service guidelines.

Signature _____ Date _____

Please return this form and direct questions to:

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