



COURT-ORDERED COMMUNITY SERVICE

In order to complete Court-Ordered Community Service at Syracuse Habitat for Humanity, you must complete the following steps:

1. Read the Court-Ordered Community Service Guidelines below.
2. Complete and sign the Community Service Agreement.
3. Submit the Community Service Agreement to Syracuse Habitat for approval.
4. ONLY AFTER APPROVAL, schedule shifts on Civic Champs.

No hours will be verified unless all of these steps have been completed prior to volunteering.

COURT-ORDERED COMMUNITY SERVICE GUIDELINES

- Court-Ordered Community Service cannot be performed at Syracuse Habitat for Humanity for charges of the following: theft, assault, weapons possession, sexual-related offenses, or felonies.
- Syracuse Habitat for Humanity reserves the right to terminate the agreement for community service if the participant is unproductive, is disruptive or in any way negatively impacts the accomplishments of the organization's mission.
- Court-Ordered Community Service Volunteers must be 18 years of age or older.
- All Court-Ordered Community Service Volunteers must volunteer in the ReStore. Court-Ordered Community Service Volunteers are not allowed on a Build Site without prior permission of Syracuse Habitat for Humanity Executive Director.
- The Court-Ordered Community Service Acknowledgement form must be submitted prior to the start of your service.
- Submit written confirmation for 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.
- You must register on Civic Champs and use Civic Champs to sign up for your service days. Bring your Liability Waiver with you on your first day of service.
- Sign in and out using the Volunteer Binder OR Civic Champs Kiosk upon arriving and exiting the service site (check with ReStore Manager for details).
- Once your hours are complete, notify the ReStore Manager and provide any required paperwork that needs to be signed and submitted.



COURT-ORDERED COMMUNITY SERVICE GUIDELINES

As a ReStore Community Service Volunteer, you **MUST**:

- Present yourself on time, dressed in appropriate clothing (no clothing advertising alcohol, tobacco, or inappropriate behavior).
- Sign up for shifts on Civic Champs.
- Sign in and out daily in the Volunteer Log OR Civic Champs Kiosk, in addition to your own paperwork, if required.
- Stay aware of your own safety at all times.
- Wear closed-toed footwear at all times.
- Act at the direction of the ReStore Manager, Assistant Manager, and Staff.
- Be 18 years of age or older.

As a ReStore Community Service Volunteer, you **MAY**:

- Assist customers with finding products within the ReStore.
- At our discretion, ride along with the pick-up driver to retrieve donations.
- Assist donors with unloading donations, once they have been approved.
- Clean, assemble, and place incoming donations in the appropriate place on the sales floor.
- Assist customers with taking purchases out to vehicles.
- Answer the telephone, *if you have received clearance from the manager.*
- Ask questions.
- Ask for instructions should you find yourself without something to do.
- Bring your own food, eating only in the break area.
- Bring your own gloves.
- Smoke only in designated areas.

As a ReStore Community Service Volunteer, you **MAY NOT**:

- Operate the cash register or handle cash or credit cards at any time, other than your own.
- Operate any Habitat vehicles or machinery.
- Use your cell-phone for non-emergency calls.
- Listen to music or wear headphones while volunteering.
- Use foul language, gestures, or inappropriate comments.
- Price items unless directed specifically by management.
- Be alone in the building.



COMMUNITY SERVICE APPLICATION

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.

Name:

Phone Number: Yes No
Are you 18 or older?

Address:

Number of Hours Required: Deadline:

Type of Offense:

Court Name/Address:

Court Contact: 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 Syracuse Habitat for Humanity guidelines for court-ordered community service. I also affirm that I will abide by the Syracuse Habitat for Humanity Community Service Guidelines. Everything I have written here is true and to the best of my knowledge.

Signature: Date:

SHFH Use Only

Approved by: Date: