



## Court-Ordered Community Service Agreement

### To: All Community Service Volunteers

Thank you for turning to Habitat for Humanity to fulfill your Court-Ordered Community Service responsibility. We are happy to help you fulfill your committed hours, and look forward to working with you as long as you are committed to demonstrating good work habits and to focusing on the job.

We want this volunteer experience to be rewarding. In so doing, there are certain guidelines we maintain as a way to stay organized and ensure a positive working relationship.

The following guidelines must be met (please check box if understood):

- All Community Service volunteers must be scheduled in advance.
- Depending on the work site, work days start promptly at 7:45 AM – 3 PM (summer/fall hours), or 8:45 AM - 4 PM (winter/spring hours) and you will be expected to work these hours on your scheduled dates, unless otherwise approved in advance by the Site Supervisor.
- You must sign-in and sign-out on your scheduled day in the Habitat “Community Service Volunteers” binder. Also, you are responsible for having the site Supervisor sign your hours at the end of each day on your log sheet provided to you by the court. We are unable to be responsible for hours not logged or not-signed.
- You are responsible for bringing your own lunch and beverages to the work site, as necessary.

**I, (print name of volunteer) \_\_\_\_\_, have read and understand the guidelines stated above, and further understand that I will not be able to fulfill my Community Service hours through Habitat for Humanity if they are not followed.**

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

If volunteer is under the age of 18, a parent or guardian must sign below:

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ For Office Use Below \_\_\_\_\_

Habitat Staff \_\_\_\_\_