



*Enriching the Lives
of Children in Need*

Court-Ordered Community Service Volunteer Policies and Procedures

HTC welcomes volunteers required by a court to do community service. Court-ordered community service, while mandatory to complete, should be purposeful, realistic, appropriate, and designed to benefit the community. While we welcome you, we also reserve the right to deny any individual needing Court-ordered community service hours the ability to volunteer with our organization based on the nature, type, and/or specifics of your offense. HTC will not be a party before the specific Court that orders the service. There is no jurisdiction over HTC, and the courts cannot order our organization to allow an individual to volunteer with our organization. Individuals will be judged solely by their offense(s) and not by any other means, including, but not limited to: age, race, religion, sexual orientation, or disability.

Court-Ordered Community Service Volunteer Application Process

HTC will not accept any volunteer for community service who has been charged with, pleaded guilty to, or has been found guilty of certain serious offenses including, but not limited to:

Acceptable Offenses	Unacceptable Offenses
Contempt of Court	Armed Robbery or Burglary
Minor Traffic Violations	Theft
License Registration Violations	Grand Larceny
Perjury	Aggravated Assault/Deadly Weapons
Minor Drug and Alcohol Violations	Battery
Truancy	Kidnapping
	Domestic Violence/Abuse
	Rape/Sexual Abuse/Assault
	Arson

By initialing below, you acknowledge agreement with HTC’s guidelines and restrictions of your Court-ordered volunteer service.

_____ I agree that my charges are not related to any type of felony, including but not limited to: theft, assault, weapons possession, or sex-related crimes in any way.

Court-Ordered Community Service Volunteer Guidelines

By initialing the items below, you acknowledge agreement with HTC's guidelines and restrictions of your court-ordered volunteer service.

_____ **Age Eligibility:** Any Court-ordered community service volunteer must be at least 16 years of age to volunteer at HTC. Volunteers under the age of 16 must submit all court documentation before start date and be accompanied by a parent or guardian.

_____ **Work Ethic:** We expect ALL our volunteers to show up at our organization on time, respect all staff members AND volunteers, and do the work that has been assigned to them. If you are found to be unproductive at HTC, you will not receive hours for that time/day, and you will be sent home with a verbal warning. If you have completed a task and need additional assignments, you must seek the Volunteer Manager for your next task. We highly discourage the use of cell phones during your volunteer time at our organization.

_____ **Dress Code:** Please wear close-toed shoes and comfortable clothing. Any clothing with disturbing or provocative messages that may be viewed as offensive or suggestive is prohibited.

_____ **Breaks:** Please check with the Volunteer Manager for break time. At this time, you may use your cell phone.

_____ **Code of Conduct:** We do not permit the use of foul language, drugs, alcohol, smoking on premises, inappropriate comments, or any physical or verbal abuse. If you engage in any of these activities while on the premises, you will be asked to leave and will not be permitted to finish your volunteer hours at our organization. You will not be left alone in the building at any time.

_____ **Record your hours:** You are responsible for tracking your own hours. If you are doing community service and your Court does not provide a timesheet to record your hours, you will be provided with a timesheet to record the date and time you arrive, the time you leave, and the total of hours volunteered.

Additionally, you must sign in and out daily on a log sheet kept on the premises for our use only. You must provide a state-issued ID or driver's license prior to your anticipated start date. No exceptions.

_____ **You may come by appointment only.** Once all paperwork and contact with your Court supervisor has been made, a designated schedule will be established with the HTC Volunteer Manager. You will only be permitted to come on the days assigned by the Volunteer Manager. If you need to change your schedule, you will need permission and approval from the Volunteer Manager.

_____ You May Be Asked To:

- Assist in collecting and taking out trash/recycling
- Help with donor drop off/emptying donation bins
- Ask questions regarding your task/project
- Clean, assemble, and place donations in appropriate areas of warehouse
- Bring in food/eat at break/lunch
- Smoke off premises with permission of Volunteer Manager - no smoking on HTC property

_____ You May NOT:

- Handle cash
- Use your cell phone for non-emergency calls/texts/social media
- Use foul language, gestures, or inappropriate comments
- Wear vulgar clothing
- Be alone in the building
- Take items not belonging to you
- Smoke on HTC property

To be eligible for court-ordered community service, you must complete a Volunteer Application, comply with our service guidelines by initialing and signing, complete a Community Service Agreement, provide a state-issued OR current driver's license, and provide necessary court documents with contact information for your immediate supervisor or probation officer.

I, _____, having been required by law to complete Court-ordered community service, do hereby acknowledge that I have received a copy of, have read, and do understand HTC's service guidelines. I also affirm that I will follow all guidelines set forth by the staff, volunteers, and Volunteer Manager. Going forward, I know and agree that my volunteer time can and may be terminated for any reason, at any time.

Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Executive Director: _____ Date: _____