



## Community Service Volunteer Policy

Habitat for Humanity of Palm Beach County, Inc. welcomes volunteers who are required to fulfill community service hours. While all of our volunteer opportunities are open to such volunteers, the timeframe required for the hours' completion typically means that an individual will volunteer either at the Build Site, ReStore or Thrift Store.

“Community Service” includes anyone who must fulfill:

- Court Ordered Community Service
- School Ordered Community Service (for discipline or graduation requirements)
- Food Stamps
- License or Trade Certification (Real Estate, Bar Association, etc)

### SECTION A:

The following Community Service Individuals will be assigned to either the **Build Site, ReStore or Thrift Store**:

- **School Ordered Community Service for graduation requirements.**
- **License or Trade Certification (Real Estate, Bar Association, etc)**

To be eligible to use Habitat for Humanity of Palm Beach County as a source for completing community service, you must first:

1. Visit [www.habitatpbc.org](http://www.habitatpbc.org) and click on **VolunteerUP** to register.
2. Complete a Habitat Community Service Acknowledgment form and submit it to the Habitat Office.

**In addition, in order for your hours to be counted you must:**

3. Sign Up for your volunteer date thru our website on **Volunteer UP**
4. Sign in upon arrival at the Build Site, ReStore or Thrift Store.
5. Sign out when you leave the Build Site, ReStore or Thrift Store and notify the Supervisor that you are leaving.

\*\*\* REMEMBER to sign in & out each time you volunteer. Your **hours will not be counted** for the day if you “forgot” to sign in or out. You are only allowed to sign in and out on the day you are onsite.

### Time Sheets that are needed to be completed:

If you have a Community Service Form that needs to be signed/initialed verifying your attendance and hours for the day, the Supervisor on Duty will sign it for you. **THE SUPERVISOR WILL SIGN/INITIAL YOUR FORM ONLY ON AND FOR THE DAY YOU ARE ONSITE.** If you “forgot” to have your form signed, you will need to contact the Habitat Volunteer Coordinator at the Habitat Office.

### What to do if you need a letter confirming your hours:

Once your hours are complete, contact the Volunteer Coordinator at the Habitat office at 561-433-3351. You will need to bring your form to the Habitat main office for a final signature and so we can make a copy for our records. At that time, you will then be given a letter on Habitat letterhead confirming your volunteer hours. At least 2 business days are needed, so please do not wait until the last minute.

## **SECTION B:**

The following Community Service Individuals will be assigned to the **ReStore or Thrift Store**:

- **Court Ordered Community Service**
- **Food Stamps**
- **School Ordered Community Service for discipline.**

To be eligible to use Habitat for Humanity of Palm Beach County as a source for completing community service, you must first:

1. Visit the Habitat Office.
2. Sign a Habitat Community Service Acknowledgment form.
3. Submit a copy of a picture ID.
4. Submit written official confirmation of the number of community services hours that are to be completed, the date they are to be completed by and the name and address of the agency that you are to report to.
5. Submit written official confirmation of the reason why you must complete community services hours.

### **In addition, in order for your hours to be counted you must:**

6. Sign Up for your volunteer date thru our website on **Volunteer UP**
7. Sign in upon arrival at the ReStore.
7. Sign out when you leave the ReStore and notify the Supervisor that you are leaving.

\*\*\* REMEMBER to sign in & out each time you volunteer. Your **hours will not be counted** for the day if you “forget” to sign in or out. You are only allowed to sign in and out on the day you are onsite.

### **Time Sheets that are needed to be completed:**

If you have a Community Service Form that needs to be signed/initial verifying your attendance and hours for the day, the Supervisor on Duty will sign it for you. **THE SUPERVISOR WILL SIGN/INITIAL YOUR FORM ONLY ON AND FOR THE DAY YOU ARE ONSITE.** If you “forgot” to have your form signed, you will need to contact the Habitat Volunteer Coordinator at the Habitat Office.

### **What to do once you complete your hours:**

Once your hours are complete, contact the Volunteer Coordinator at the Habitat office at 561-433-3351. You will need to bring your form to the Habitat main office for a final signature and so we can make a copy for our records. At that time, you will then be given a letter on Habitat letterhead confirming your volunteer hours. At least 2 business days are needed, so please do not wait until the last minute.

**Please note:** *Habitat for Humanity of Palm Beach County reserves the right to terminate agreement for community service if the participant is in any way unproductive, disruptive, or in any other way negatively impacts the accomplishment of the daily goals*



## Community Service Acknowledgement

For our records, please complete the following information below regarding 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: \_\_\_\_\_

Last day to complete community service hours: \_\_\_\_\_

Type of Community Service (please check one):

- Court Ordered Community Service
- School Ordered Community Service (for discipline)
- School Ordered Community Service (for graduation requirements)
- Food Stamps
- License or Trade Certification (Real Estate, Bar Association, etc)
- Other. If other, please provide a brief description.

\_\_\_\_\_  
\_\_\_\_\_

The Letter confirming my hours should be directed to:

Name/Location \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

I, \_\_\_\_\_, having been required by

Print Your Name

law/school/institution to complete community service do hereby acknowledge that I have received a copy of, read and understand Habitat for Humanity of Palm Beach County, Inc. guidelines for community service. I also affirm that I will abide by the Habitat for Humanity of Palm Beach County, Inc. community service guidelines. Everything I have written here is true to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City\_State\_Zip

