



Court-Mandated Community Service Volunteer Policy & Agreement Form

Dear Volunteer,

Thank you for volunteering with San Bernardino Habitat for Humanity! San Bernardino Habitat for Humanity, an affiliate of Habitat for Humanity International, works to promote the mission of doing God's work by striving to provide every person with a simple, affordable home. Our work brings people and communities together and promotes human dignity and hope.

Since 1992, San Bernardino Habitat for Humanity has built over 36 homes with the help of over 50,000 volunteers and corporate sponsors. Together, with your help, we can continue to have a positive impact on the San Bernardino community. Help us offer a hand up to low-income families in need.

San Bernardino Habitat for Humanity accepts, on a limited basis, volunteers who are required by a court to complete community service hours.

Volunteers with construction background may be approved to work on one of our construction sites. The Volunteer Manager and Superintendent will approve the service on a case-by-case basis.

To be eligible to complete your community service at San Bernardino Habitat for Humanity you must not have a past history of the following and your sentence must not involve:

- A conviction of an offense of a violent or menacing nature
- A conviction of an offense of a sexual nature
- A conviction of theft or burglary

Additionally, you must:

- Have a written confirmation of the number of community service hours to be completed;
- Review, sign and honor all aspects of this agreement, then bring this form, along with the **Community Service Application, copy of your ID and your court paperwork**, to the Volunteer Coordinator in our office prior to beginning service hours with us. You must make an appointment.
- You will then be screened by the Volunteer Coordinator, and if approved, receive a Community Service Hours timecard to keep track of your volunteer hours.
- Sign in upon arrival at the work location. Make sure to sign out as well. This sign-in is separate and in addition to the Community Service Hours Log you are required to keep.
- Record all time you wish to be counted toward your community service agreement on the Community Service Hours Log and obtain signature from a HFHSB manager each day you volunteer to verify hours.
- **Requests for a written letter of verification of your hours must be made at least five business day in advance.** You will need to turn in your Community Service Hours verification log to the Volunteer Coordinator either in person, scan, and/or email. Requests made less than five business days from when they are needed are not guaranteed.