



We build strength, stability, self-reliance *and* shelter.

Volunteer Engagement: Mandated Community Service

Thank you for your interest in completing your community service with Habitat for Humanity San Bernardino Area! As an affiliate of Habitat for Humanity International, our vision is a world where everyone has a decent place to live. People from your local community and worldwide partner with Habitat for Humanity to build or repair a place to call home. Together, we empower.

Habitat San Bernardino accepts - on a limited basis - eligible volunteers required by work, school, or court to complete community service hours. Volunteer opportunities may include working at our office, ReStore (discount home improvement store), and construction sites.

Eligibility:

To be eligible to complete your community service at Habitat San Bernardino, you cannot have a recent history of, nor can your current conviction involve, the following:

- offense of a violent or menacing nature
- offense of a sexual nature
- theft, burglary, or fraud
- hate crime or terrorism

Interview:

If you meet the above requirement, you must make an appointment and bring the following items with you **before** you begin working with us:

- completed & signed **Volunteer Agreement & Waiver** (minors must have a parent sign page 5)
- completed & signed **Community Service Agreement**
- current & valid photo ID with name, date of birth, and address
- **ALL** paperwork related to your community service. **For court-mandated hours:** provide court name & address, case number, total hours required, completion due date, and hours tracking log

Tracking Your Hours:

You will only receive credit for correctly documented hours. To ensure that you get credit for all hours worked and enjoy the best volunteer experience, be sure to:

- Come to volunteer ready to work with a good attitude and a willing spirit
- Sign in/out every day when you arrive **and** leave your assigned volunteer work site
- Take rest and meal breaks as assigned
- Communicate **in advance** if you will arrive late or leave early for a volunteer work shift
- Follow directions and safety guidelines
- Ask questions as needed to be sure you understand instructions given to you

Letter of Completion:

Contact the Volunteer Engagement Team at **909-478-1176** or volunteer@habitatsb.org to request a letter of completion. **For court-mandated hours:** Please give our office at least **FIVE (5) business days' advance notice** to prepare your community service certification documents.

We hope you enjoy working with us and will continue to volunteer even after your hours are completed. To learn more about Habitat for Humanity, visit our website at <https://www.habitatsb.org> or email the Volunteer Engagement Team at volunteer@habitatsb.org