



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

## Volunteer Engagement: Mandated Community Service Volunteer Agreement

**Instructions:** please complete and initial this entire form and bring it with you to your appointment.

Name: \_\_\_\_\_ Case #: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Total # Hours to be completed: \_\_\_\_\_ Completion Due Date: \_\_\_\_\_

**Letter of Completion:** Contact the Volunteer Engagement Team **909-478-1176** or [volunteer@habitatsb.org](mailto:volunteer@habitatsb.org) to request a letter of completion at least **five (5) business days in advance** of the date needed.

**Delivery preference:**

- Pick up letter in person
- Email letter to: \_\_\_\_\_ (name/email)
- Mail letter to (complete as applicable):
  - Court       School       Company

Institution Name: \_\_\_\_\_

Department: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

**Acknowledgement:**

I understand that all volunteer hours must be tracked and verifiable. Supervisors may deduct time for any unexplained absence or failure to comply with Habitat San Bernardino's volunteer guidelines and procedures. I agree to request my completion letter at least **five business days** in advance of the date needed.

Initial Here: x \_\_\_\_\_

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Habitat for Humanity San Bernardino Area is a 501(c)(3) nonprofit organization. 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>

In partnership,  
**Volunteer Engagement Team**  
909-478-1176  
[volunteer@habitatsb.org](mailto:volunteer@habitatsb.org)