



Court-Ordered Community Service Policy

Habitat for Humanity of Durham welcomes community service volunteers.

In addition to normal Habitat volunteer policies and guidelines, community service volunteers must adhere to the following:

- Community service volunteers are subject to the same expectations and responsibilities as any other Habitat volunteer.
- Individuals doing court ordered community service that are charged with any of the following, but not limited to, are **NOT** eligible to volunteer with Habitat for Humanity of Durham: crimes of a sexual nature; crimes of a violent nature; burglary; theft; arson.

Process for completing and documenting hours:

1. All individuals volunteering for community service hours must be approved by the Volunteer Coordinator **PRIOR** to volunteering. If the individual does not give advance notice that s/he is completing community service hours, no documentation of hours will be provided. The approval process may take several days.
2. Each volunteer shift must be scheduled through our online volunteer system: <http://www.durhamhabitat.org/volunteer/sign-up-to-volunteer-on-construction-sites>.
3. The hours tracking sheet must be initialed by a Construction Site Supervisor after each completed shift/day of volunteering. If a shift is not initialed the individual will not receive hours for that shift/day. Individuals will not receive hours for partial shifts; volunteers should arrive on time and should not leave early.
4. After completion of all required hours, the individual must email the completed timesheet to the Volunteer Coordinator. **Please allow three business days for a completed documentation letter.**

**Thank you for your interest in volunteering with Habitat for Humanity of Durham.
Questions? Contact the Volunteer Programs Manager at 919-682-0516 ext. 121**



Court-Ordered Community Service Agreement

I, (print name of volunteer) _____, do hereby acknowledge that I have received a copy of, read and understand Habitat for Humanity of Durham's policy on court-ordered community service volunteering. I agree to follow all guidelines and policies of Habitat for Humanity of Durham. I also acknowledge that my community service agreement may be terminated by Habitat for Humanity of Durham at any time if I fail to follow these guidelines, am unproductive, disruptive or act in any way as a detriment to the work of Habitat for Humanity of Durham. These guidelines are in addition to normal volunteer policies and requirements.

Volunteer Signature _____ **Date** _____

Habitat Staff Signature _____ **Date** _____