

building strength, stability, and self-reliance through shelter

Court-Ordered Community Service | *Policy + Agreement*

Thank you for your interest in volunteering with San Diego Habitat for Humanity! We work to provide every person with the opportunity to purchase a simple home they can afford and where they can live in dignity and safety. With your help, we can continue to improve our community by offering a hand up to families in need of improved housing across San Diego County.

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

All court-ordered volunteers are required to complete their community service in one of our ReStore locations. *Volunteers with construction background may be approved to work on one of our construction sites, which will be determined on a case-by-case basis.*

To be eligible to complete your community service hours at San Diego 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.
- Submit this form, along with the Court-Ordered Community Service Application, **copy of a government-issued ID**, and **your court documents** to volunteerservices@sandiegohabitat.org to schedule a screening. Screening must take place before you can begin volunteering.
- Track your volunteer hours on the Community Service Hours Log that will be provided to you by Habitat staff. Time spent submitting your application, going through the screening process and attending orientation will not count towards your community service hour requirement.
- Sign in upon arrival and sign out upon completion at the work location. This is separate and in addition to the Community Service Hours Log you are required to keep.
- Record all time you wish to be counted towards your community service agreement on the Community Service Hours Log and obtain signatures from a Habitat manager each day you volunteer to verify hours.

POLICIES AND PROCEDURES THAT I WILL FOLLOW:

- All volunteers MUST wear closed-toed shoes (ex: tennis shoes or running shoes).
- No earbuds or headphones.
- Wear proper work clothes (shoes and clothes you don't mind getting dirty).
- Eating or drinking is permitted only in the break areas. 15 minutes per four-hour shift.
- Running, horseplay, riding pallet jacks, and stepping on pallets is a safety hazard and not permitted. As a volunteer, you are representing Habitat.
- Safety of our staff, volunteers, and customers is our first priority.
- Only staff are permitted to operate forklifts. Please be mindful of forklifts when they are in operation.

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- Use proper lifting techniques. When lifting heavy objects, use your legs to push upwards, keep your back straight and your body balanced. Don't attempt to lift over 50 lbs. without assistance.
- Volunteers are responsible for cleaning up their area.
- Report all accidents and injuries immediately to warehouse staff.
- San Diego Habitat for Humanity will not be responsible for any missing personal belongings. Lockers are available for use in the break room of each store. Please bring your own lock if you would like to use the lockers. We do recommend leaving personal belongings at home or in your car.
- Sexual harassment, violence, or offensive speech will not be tolerated.
- No one under the influence of drugs and/or alcohol will be permitted to volunteer.
- Bringing work gloves is recommended.
- Respect and keep confidential all customer and volunteer information.
- If serving as a Driver's Assistant, only enter customer's home if invited by the ReStore staff member.
- Volunteers are prohibited from handling money or working the register.

Requests for a written letter of verification of your hours must be made at least five business days in advance. You will need to turn in your Community Service Hours Log to the Volunteer Services Team either in person or scan and email to volunteerservices@sandiegohabitat.org. Requests made less than five business days from when they are needed are not guaranteed.

Full name of volunteer

Name of parent or legal guardian (if under 18)

Date

Signature of volunteer

Date

Signature of parent/guardian

Please note: If the volunteer fails to comply with any of the steps listed above, we do not guarantee that community service hours will be verified. San Diego Habitat for Humanity reserves the right to terminate volunteer arrangements for community service if the volunteer is in any way unproductive, disruptive, or in any other way negatively impacts our staff, volunteers or the accomplishment of the organization's daily goals.

Questions? Contact the Volunteer Services Team at volunteerservices@sandiegohabitat.org.