

## COURT-ORDERED COMMUNITY SERVICE POLICIES & PROCEDURES



Women Giving Back (WGB) will accept volunteers performing court-ordered community service. Volunteers who are performing court-ordered community service must disclose the nature of their conviction to the Volunteer Coordinator or any other staff member. WGB reserves the right to decline any volunteer or to limit which days or hours a volunteer can work. All court-ordered volunteers must sign the “Volunteer Policies and Procedures” prior to beginning assigned tasks. WGB may also set certain pre-conditions for a court-ordered volunteer to work, such as requiring an adult chaperone for a juvenile. WGB reserves the right to dismiss a volunteer at any time if the participant is unproductive, is disruptive or in any way negatively impacts the accomplishments of the organization’s mission.

WGB will not accept a volunteer for community service who is being charged, pleading guilty to, or having been found guilty of, certain serious offenses including but not limited to:

1. Violent Offenses
  - a. Armed Robbery
  - b. Assault and/or Battery
  - c. Aggravated Assault (assault with a weapon)
  - d. Kidnapping
  - e. Arson
  - f. Robbery
  - g. Statutory/Sexual Offense
2. Drug Possession or drug related charge
3. Burglary or theft

Other applicants will be considered on a case-by-case basis.

### **Court-Ordered Community Service Approval Process**

NOTE: Please allow 3-4 business days from the date we receive the signed agreement for the approval process to be completed.

1. Complete and return the Community Service Agreement.
2. Approved applicants must submit the following documentation via mail/email/or in person prior to your first day of volunteering: Paperwork from probation officer, court, or attorney stating: Individual’s Name, specific offense(s) committed, number of hours required, time limit to complete court ordered hours, and the name and contact information of the probation officer or Attorney.
3. Upon submission/receipt of the appropriate paperwork, an Interview/Orientation session will be scheduled with the staff. The time spent in Orientation will count toward community service hours.
4. Once the required hours have been acquired, the timesheet provided by the court must be turned into the Volunteer Coordinator, who will then provide a validation letter on official letterhead within 2 weeks.

For any questions about WGB’s Community Service Policy and Procedures or to schedule an appointment, please contact [volunteer@womensgivingback.org](mailto:volunteer@womensgivingback.org).

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Court-Ordered Volunteers **MUST**:

- Be 18 years of age or older.
- Volunteer in-person at the WGB facility. Off-site hours without prior permission of WGB Staff is not recorded or counted towards mandatory hours.
- Submit the Community Service Agreement form along with any other important court documents or guidelines prior to the start of your service.
- Create a volunteer account on WGB's Volunteer Management portal and use it to sign up for service days and to sign in and out each day. [www.wgb.volunteerhub.com](http://www.wgb.volunteerhub.com)
- Read our Volunteer Handbook prior to the start of your service.
- Notify the staff and provide any required paperwork that needs to be signed and submitted once service is completed.

In addition to above, as a WGB Community Service Volunteer, you **MUST**:

- Present yourself on time.
- Dressed in appropriate clothing (no clothing advertising alcohol, tobacco, or inappropriate behavior and no open toed shoes).
- Act at the direction of Staff and Lead Volunteers on duty.

As a WGB Community Service Volunteer, you **MAY NOT**:

- Operate the cash register or handle cash or credit cards at any time, other than your own.
- Operate any WGB vehicles or machinery.
- Use your cellphone for non-emergency calls.
- Wear headphones while volunteering.
- Use foul language, gestures, or inappropriate comments.
- Be alone in the building.

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**COMMUNITY SERVICE AGREEMENT**

For our records, please complete the following in regard to your offense and the hours to be served. This is for our records only and will be kept confidential.

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

Number of Hours Required: \_\_\_\_\_ Deadline: \_\_\_\_\_

Type of Offense: \_\_\_\_\_

Court Name/Address: \_\_\_\_\_

Court Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Case and/or citation #: \_\_\_\_\_

Attach any necessary court documents or guidelines for reporting.

I, \_\_\_\_\_, having been required by law to complete community service, do hereby acknowledge that I have received a copy of, read, and understand WGB guidelines for court-ordered community service. I also affirm that I will abide by the WGB Community Service Policies and Procedures and Agreement. Everything I have written here is true and to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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