



Community Service Agreement

Habitat for Humanity Anchorage and Habitat Anchorage ReStore 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 or have been charged with any of the following, but not limited to, are **NOT** eligible to volunteer with Habitat for Humanity Anchorage or at The Habitat Anchorage ReStore:
 - Any form of theft, i.e. burglary, larceny, petty theft, coercion, fraud, forgery, etc.
 - Any violent crime, i.e. assault, domestic violence, etc.
 - Any convictions of an offense of a sexual nature.

Process for completing and documenting hours:

- 1.** All individuals volunteering for community service hours must be approved by the Volunteer Manager **PRIOR** to volunteering. If the individual does not give advance notice that he/she 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 ahead of time on the Habitatanchorage.org website. Instructions for how to sign up will be provided by the Volunteer Manager.
- 3.** Hour sheets will be kept in the main office, on the jobsite, or in the ReStore office to record all volunteer hours completed. If a volunteer fails to sign in or out without a managers signature, hours will not be credited. Volunteers must arrive on time and should not leave early.
- 4.** After completion of all required hours, the individual must alert the Volunteer Program Manager that they will need a letter or additional signed documentation. **Please allow three business days for processing.**

Thank you for your interest in volunteering with Habitat for Habitat Anchorage.

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 Anchorages' policy on court-ordered community service volunteering. I agree to follow all guidelines and polices of Habitat for Humanity Anchorage. I also acknowledge that my community service agreement may be terminated by Habitat for Humanity Anchorage 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 Anchorage. These guidelines are in addition to normal volunteer policies and requirements.

Volunteer Signature _____ **Date** _____

Habitat Staff Signature _____ **Date** _____