



## COURT ORDERED COMMUNITY SERVICE POLICY

### OVERVIEW

Habitat for Humanity of South Palm Beach County welcomes volunteers who are required to complete court ordered community service hours. In order to assure a positive experience, please read the following policy and complete the Court Ordered Community Service application.

### QUALIFICATIONS

- Applicant must be 18 years of age and have a valid ID.
- Minimum of 30 hours of court appointed community service hour requirements.
- Charges we do not accept:
  - Violence (battery, domestic violence, any type of assault)
  - Weapon charges
  - Breaking and entering (burglary and/or robbery)
  - Felony DUIs through the Department of Corrections
  - Possession of cocaine or heroin
  - Lewd, Prostitution, Sexual Offenses
  - Larceny
- Applicant must submit the completed Court Ordered Community Service Application to the Director of Volunteer Engagement, [volunteer@hfhboca.org](mailto:volunteer@hfhboca.org), to be approved to start volunteer hours. Applicant will be notified via email within 1 week of decision.

### REQUIREMENTS

- Once approved to complete hours, applicant must register as a volunteer at <http://donate.habitatsouthpalmbeach.org/signup>.
  - Applicant must register for all volunteer shifts using the *Volunteer Opportunity Calendar*.
- Applicant is responsible for signing in and out during your volunteer shift at the site. Habitat is not responsible for hours not logged or not signed.
- Any volunteer hours completed prior to approval will not be counted towards required hours.
- When applicant has completed required hours, applicant must submit a Community Service Letter Request at [www.habitatsouthpalmbeach.org](http://www.habitatsouthpalmbeach.org). This may take up to two weeks from the last date you volunteer.

### TERMINATION

Habitat for Humanity of South Palm Beach County reserves the right to terminate agreement for court ordered community service if the participant is in any way unproductive, disruptive, or in any other way negatively impacts the accomplishment of the daily goals.



## COURT ORDERED COMMUNITY SERVICE APPLICATION

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

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

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

Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Gender: Male Female

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Number of Hours to be completed: \_\_\_\_\_ Date Hours Due: \_\_\_\_\_

Charge(s) : \_\_\_\_\_

Probation Officer Name: \_\_\_\_\_

Probation Officer Phone Number: \_\_\_\_\_

By my signature, I state that I have read and agree to Habitat for Humanity of South Palm Beach County's policy regarding Court Ordered Community Service volunteers. I understand that I am subject to a Criminal Background Check and will be notified if I do not qualify to serve at Habitat for Humanity of South Palm Beach County. I understand that completed hours are not automatically sent to the court or Probation Officers.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please submit this completed application to the Director of Volunteer Engagement, [volunteer@hfhboca.org](mailto:volunteer@hfhboca.org), for review.  
Applicant will be notified 1 week of final decision.