

**Beaches Habitat for Humanity
Community Service Volunteer Policy**
(effective 12/15/2009)

Beaches Habitat welcomes volunteers who are required by a court to do community service. To be eligible to use Beaches Habitat for Humanity as a source for completing community service, your referring agency must provide the following information in writing:

1. Contact name, address and telephone number at referring agency for your case.
2. Description of conviction (i.e. – first offense, driving under the influence)
3. Confirmation of number of hours to be completed.

The following is a list of acceptable and unacceptable offenses:

Acceptable Offenses

Contempt of Court – Child Support
Contempt of Court – Other
Drugs
Fleeing
Gathering without a permit
No Drivers License
No tag on Vehicle or Expired Tag
Open Container
Perjury
Public Disturbance
Reckless Driving
Suspended Drivers License
Traffic – Civil
Trespassing
Truancy
Worthless Checks

Unacceptable Offense

Accepting Stolen Property
Assault
Battery
Conspiracy
Conversion
Destruction of Property
Domestic Abuse
False Police Reporting
Fencing
Hate Crimes
Inciting a Riot
Murder
Neglect
Pornography
Prostitution
Resisting Arrest
Robbery
Sex Crimes
Theft

If your specific offense falls into the unacceptable category, regardless of the magnitude, you cannot complete your community service with Beaches Habitat. If your offense is not listed here, please call the Volunteer Coordinator at (904) 241-1222 for assistance.

As a volunteer, you are responsible for the following:

1. Registration with the Volunteer Coordinator:
 - a. Prior to beginning service, you must contact the Volunteer Coordinator to create an account with Beaches Habitat for Humanity. Your account will not be activated until the previously described information is received by the Volunteer Coordinator.
 - b. After your online account is created, you must complete the online Volunteer Orientation. The Volunteer Coordinator will give you a log-in name and password to access the orientation.
 - c. You are required to register for each date you wish to complete hours. After the Volunteer Coordinator has created your account, this can be done through the Beaches Habitat website or by contacting the Volunteer Coordinator. The Beaches Habitat Construction Department is closed on Monday. You will not be able to call the Volunteer Coordinator on Monday to schedule work for Tuesday.
 - d. You must complete a Waiver of Liability before beginning your first day. This can be done through the Beaches Habitat website. Additionally, the form can be emailed to you or you can complete it after arriving at the construction site on your first day.
2. Daily Sign-in:
 - a. Each morning, the Volunteer Coordinator will be at the construction site with a list of registered volunteers. You are required to find your name on that list and sign to verify that you arrived.
 - b. Arrive on time. Some mornings, particularly Saturdays, can be very busy. You may have to wait in line to sign in. Arriving early will allow you to sign in without delaying the start of the work day.
3. Daily verification of completion of hours:
 - a. Many referring agencies provide a form to track community service hours. You must bring this to the construction site each day you work. If one is not provided for you it is your responsibility to create one.
 - b. At the completion of each work day, the Beaches Habitat Staff or AmeriCorps member who supervised your work must sign your form to verify your completed hours.
4. Verification letter:
 - a. If you are required to submit a letter verifying the completion of your hours, bring your form to the Beaches Habitat office. The Volunteer Coordinator will compare your form with work site registration and daily sign in sheets. After verifying completion of your hours, the Volunteer Coordinator will write a letter to the attention of the contact person at the referring agency.
 - b. Please allow two business days for the completion of your verification letter. Keep in mind that the work schedule for the Construction Department is Tuesday through Saturday.
 - c. If you did not sign in and do not have a signed record of your hours, you will not receive verification of those hours. **NO EXCEPTIONS.**

Beaches Habitat for Humanity reserves the following rights:

1. Volunteers who are not registered to work may be turned away if the construction site is full. There is a maximum number of volunteers for the worksite on each day.
2. Volunteers who are registered to work have until 4pm the evening before to cancel a scheduled date. This can be done through the Beaches Habitat website or by calling the Volunteer Coordinator. **After the second date that you are scheduled and do not show up, you will be removed from future volunteer dates and turned away from the construction site.**
3. You are required to follow the volunteer expectations as explained in Volunteer Orientation. This includes arriving on time, dressing appropriately, and **NOT being under the influence of alcohol or drugs.**
4. You will be asked to leave the work site if your language or attitude is disruptive to construction site activities. In addition, you may be asked to leave if you are unproductive or in any way hinder the progress of construction site activities.