



Building Homes. Building Community. Building Hope.

## **COMMUNITY SERVICE AGREEMENT**

Habitat for Humanity Lake County (HFHLC) provides volunteer opportunities for individuals who need **court ordered** community service hours or **pre-court recommended** hours. This agreement explains the requirements and expectations of our organization for this type of volunteer work. **Please read, sign and return to HFHLC Volunteer Coordinator** before scheduling your hours.

We do not accept volunteers who have committed any type of violent crime, crimes against minors or sexual offenses. Hours required for theft or robbery will be handled on a case by case basis.

**Age requirement:** All HFHLC volunteers must be at least 16 years of age.

### **Steps:**

1. Sign the Community Service Agreement.
2. Present court documentation of offense and number of hours required to complete. This may be done in person or by email ([cassie@habitatlc.org](mailto:cassie@habitatlc.org)). Acceptable documentation includes official court order, letter from attorney or prosecutor for pre-court recommended hours, copy of ticket issued to offender.
3. Complete a liability waiver. Volunteers under the age of 18 must have a parent or legal guardian signature on their waiver as well.
4. Receive approval from Volunteer Coordinator. An authorized time sheet will be provided at this time.
5. Sign up for location and hours with HFHLC Volunteer Coordinator.
6. Construction volunteers must complete on line safety training before being assigned to a build site.

**Volunteer time sheet:** Hours must be approved and signed on the day worked by a staff manager at that location. Hours on the time sheet and signatures must be verified by HFHLC Volunteer Coordinator for official reporting.

**Volunteer opportunities:** HFHLC Volunteer Coordinator will assign appropriate volunteer opportunities for each individual.

**Breaks:** Breaks are determined at the discretion of Habitat staff. Food and beverages are not provided. Bring your own lunch, beverage and/or snack.

**Letter of Completion:** HFHLC will write a letter documenting proof of hours. Please call ahead to request your letter. Hours must be recorded on authorized time sheet in order to receive approval and confirmation for court.

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315 N. Martin Luther King Jr. Avenue • Waukegan • Illinois 60085  
847-623-1020 • Fax 847-623-1038 • [habitat@habitatlc.org](mailto:habitat@habitatlc.org) • [www.habitatlc.org](http://www.habitatlc.org)

ReStore: 3545 Grand Avenue • Gurnee • Illinois • 60031  
847-249-3160 • [restore@habitatlc.org](mailto:restore@habitatlc.org)

Volunteer responsibilities:

- Provide proper documentation for required hours (as outlined above) to HFHLC Volunteer Coordinator before requesting or performing any service hours.
- Please arrive on time. Failure to show without rescheduling will result in termination of this agreement. Rescheduling more than three times may result in termination of this agreement.
- Complete assigned work and ask for direction when appropriate. Courtesy and hard work are expected. Lack of productivity may result in unearned hours for that day.
- Be respectful of customers, staff, partner families and other volunteers. Physical aggression and profanity are not allowed and are grounds for immediate termination of this agreement.
- Smoking is not allowed on HFHLC property. Weapons, drug and alcohol use are not allowed.
- Appropriate dress is expected. Closed-toed shoes are required. Sandals, flip-flops or clogs are not allowed. T-shirts/sweatshirts and work pants or jeans are the recommended form of dress. Tank tops, short shorts, pants worn below the waist are not allowed. Inappropriate t-shirts (ie. Promoting gangs, violence, profanity, drugs, etc) are not allowed. No long scarves or dangly jewelry.
- Clean-up after yourself, especially after lunch or a break. Return all tools to their correct location after use. Keep cell phones or electronic devices turned off or on silent.
- **Track your own hours!** Obtain HFHLC site supervisor signature every time you volunteer.
- Any questions or concerns contact HFHLC Volunteer Coordinator, Cassie Bertke 847-623-1020. [cassie@habitatlc.org](mailto:cassie@habitatlc.org)

I, \_\_\_\_\_, have read the above and agree to follow Habitat for Humanity Lake County's requirements in order to complete my community service for a total of \_\_\_\_\_ hours.

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Signature

Date

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Current Address

Phone

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Email

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Parent Signature (if volunteer is under 18)

Date

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HFHLC Volunteer Coordinator or Authorized Staff

Date