

Habitat Community Service Application Process Overview

Thank you for your interest in completing your community service with Habitat. Please know that in order to volunteer you must be at least 15 years old and have at least 9 hours of service to complete.

Step 1: Fill out the Community Service Application

- The community service application can be found on our website at www.restore.hfhcc.org/volunteer. The application can also be found at the ReStores at the cash register.
- When you have completed the application and supplemental documentation, you may email it to katie@hfhcc.org or drop it off at the Habitat administrative office, located at 1847 E. Lincoln Hwy., Coatesville, in the bin immediately upon entering labeled *Community Service Applications*.

Step 2: Get Approved

- Please allow three to five (3-5) business days for your application to be reviewed. You will be notified via email regardless of whether or not your application is accepted or rejected. If you do not hear from us in that time, check your email's junk or spam folder, as many times our *.org* email address is filtered to that folder.

Step 3: View Orientation, Safety Training & Complete Waiver

- You will receive the link to all three of these items in your acceptance email.
- View our online presentation on Habitat to ensure you are equipped with the appropriate knowledge needed to volunteer at our organization.
- View the ReStore safety training video and complete subsequent quiz. Upon completion of the quiz at the end of the video, you will be emailed a certificate.
- Fill out Habitat's liability waiver. If you are 18 years or older, you only must fill out pages 1 and 2. If you are 15-17 years old, you must complete pages 1, 3 and 4 and have it signed by a parent or guardian.
- Bring your completed waiver and training completion certificate with you on your first day of volunteering.

Step 4: Sign Up for a Shift

- Sign up for a shift, online, at least 24 hours in advanced.
- On your first day of volunteering be sure to bring a photo ID, your signed waiver, and your certificate for completing the safety video.
- If you do not sign up online for a shift or have all of the required documentation, you will be sent home.

Community Service Application

Habitat for Humanity of Chester County (HfHCC) welcomes volunteers who are required to complete community service by a court, school, or otherwise mandated hours that need to be completed. Habitat reserves the right to deny ANY individual in need of court-ordered community service hours the ability to volunteer with the organization based on the nature, type and/or specifics of their offense. Individuals will be judged solely by their offense(s) and not by any other means, including, but not limited to: age, race, religion, sexual orientation, or disability. All community service hours are to be completed at the ReStore unless the volunteer has construction experience and there is help needed at the construction site. Community Service applicants must be at least 15 years old and volunteer a minimum of nine (9) hours in order to complete community service at Habitat.

Application Process

Habitat 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:

- Assault of any kind
 - Kidnapping
 - Arson
- Theft/Robbery of any kind
 - Sexual Abuse

To apply to complete your community service at Habitat for Humanity, please submit the following documentation to Habitat Marketing and Volunteer Coordinator, Kate Weidner, via email at katie@hfhcc.org or drop off at the Habitat office at 1847 East Lincoln Highway in Coatesville:

- 1.) If hours are court-mandated, provide a copy of court documentation stating the offense for which you are completing community service hours. If these hours are not court mandated, instead provide a copy of community service requirements or any documentation showing why you need required service hours.
- 2.) Community Service Volunteer Application (on last page of this packet)

Allow 3-5 business days for your application to be reviewed after all documentation has been received. You will be notified via email if you are accepted or denied from the program. If you do not hear from us in that time, check your email's junk or spam folder, as many times our .org email address is filtered to that folder.

Community Service Volunteer Process

After receiving approval from Habitat to complete your volunteer hours, viewing the orientation and safety training viewing (see Community Service Process Overview for details) you will be required to do the following:

- **Bring Photo ID:** Bring a photo ID with you on your first day volunteering to show a Habitat staff member
- **Sign Waiver:** You must complete and sign a liability waiver. If you are under the age of 18, you must have it signed by a parent or guardian before you begin volunteering.
- **Schedule Volunteer Shifts:** All volunteer shifts can be scheduled using our online scheduling calendar, which you will be invited to join. **You must sign up 24 hours in advance for the days you would like to volunteer.** As volunteer opportunities may vary, please allow yourself plenty of time to complete your required hours before your due date. We have limited space and want all of our volunteers to have meaningful work when they volunteer with us. With this in mind, if you show up unannounced without scheduling in advance, you will be asked to leave.
- **Sign In & Out in Volunteer Book:** Aside from tracking your hours personally and having them signed by a staff member, all of our volunteers are required to sign in and out in our volunteer book. **If the volunteer does not sign in or out, writes illegibly, or does not get a staff signature, the hours will not be recorded in Habitat's volunteer system and therefore will not be verified.**
- **Work Registered Hours:** If you are unable to work a schedule shift, you are able to remove yourself from the schedule on the online scheduling calendar. After the second date you are scheduled and do not show up without notice, you will be removed from future volunteer dates and no longer able to complete your hours with Habitat.
- **Record Your Hours:** You are responsible for tracking your hours. If the court or organization you are doing community service for does not provide you with a sheet to record your hours, you may use a Habitat tracking sheet to record the date, the time you arrive and the time you leave. **Hours are verified and finalized based upon what is signed off in the Habitat volunteer book. If you do not keep track of your hours or there is a discrepancy between the hours the volunteer self-reports and what is recorded in the Habitat volunteer book, Habitat's record will be final.**

Once you have acquired the needed hours, if you require verification, please notify the Volunteer Coordinator and submit your Community Service Hours tracking sheet. The Volunteer Coordinator will sign any documents needed and submit them to you and/or the court. If a letter of verification needs to be written on Habitat letterhead, it must be requested at least 2 business days in advance of when it is needed. **Verification letters will not be prepared without a copy of your hours log. No Exceptions.**

For any questions about Habitat for Humanity of Chester County, Community Service Policies please contact Habitat Marketing & Volunteer Coordinator, Kate Weidner, phone at (610) 384-7993, ext.10, or email at katie@hfhcc.org.

Community Service Application

Name: _____ Date: _____
First M.I. Last

Address: _____

Phone: _____ H W C Email: _____

Hours Needed: _____ To be Completed By (Date): _____ Court-Mandated? (circle one) Yes No

If yes, what was the offense? _____

If no, what are your required hours for? _____

Supervising Officer (if court-mandated): _____ Supervisor's phone: _____

Do you have construction experience? _____

Guidelines

- **Work Ethic:** We expect that all of our volunteers show up to their assignment on time, respect staff members, and do the work that needs to be done. If you are found to be unproductive or evasive, you will not earn any volunteer hours for that day or dismissed. If you have completed a task and need something to do you, are required to seek out Habitat staff to be assigned your next task. **The use of cell phones or other electronic devices is not permitted while completing hours.**
- **Breaks:** 15-minute breaks will be given if the volunteer works for 3 hours or more. 30-minute breaks will be given if the volunteer works for 6 hours or more. Volunteers are responsible for bringing their own lunches.
- **Dress Code:** Volunteers must wear closed-toe shoes and a shirt with sleeves. Please do not wear any loose hanging jewelry. Any clothing with disturbing messages or is provocative in nature, which can be viewed by others as suggestive or offensive, is prohibited. Failure to comply will result in being sent home to change.
- **Code of Conduct:** We do not permit the use of foul language, drugs or alcohol, or any kind of physical or verbal abuse. If you are caught doing any of the above you will be asked to leave and will not have the opportunity to finish your hours with Habitat.

Habitat reserves the right to terminate the agreement for community service if the participant is unproductive, fails to adhere to the guidelines, is disruptive, or in any way negatively impacts the accomplishments of the organization's mission.

By signing below you agree that you have read the above guidelines, that you understand them, and that you agree to abide by them while volunteering with Habitat for Humanity of Chester County.

Signature

Date