



Community Service Volunteer Policy and Guidelines

Lafayette Habitat for Humanity welcomes volunteers who need court-ordered community service hours. This document explains the requirements and expectations for this type of volunteer work. Court-ordered volunteers must get approval (*see details below*) prior to registering for our volunteer opportunities, or we will **not** be able to provide documentation of hours completed.

Qualifications:

- We will accept volunteers who need to complete any number of hours. There is no minimum or maximum requirement. All volunteer hours must be completed during Habitat's normal business hours (Tuesday-Saturday) at either our ReStore or construction site.
- We **do NOT** accept volunteers who have been charged with violent crimes, crimes against minors, sexual offenses, animal cruelty, or robbery, unless approved by the leadership of Lafayette Habitat. We reserve the right to decline court-ordered community service volunteers for any reason.
- All volunteers must be 16 years or older. Anyone under 18 must have a parent, guardian sign a hard copy waiver for minors.

Steps to Volunteer:

1. Fill out our online application and upload court documentation of offense and community service requirements. Please include the name and email address of the court system, probation officer, or lawyer who needs to receive the verification letter.

2. Receive approval from volunteer department.

(Please allow 2 business days to receive approval.)

3. Once approved, visit our website (www.habitatlafayette.org/volunteer) to sign up as a volunteer. You will be asked to create a profile in our database, and sign our liability waiver online.

4. Sign up for the location and specific days you would like to volunteer.

Attendance:

- Please arrive on-time. If volunteers are 15 minutes late at the construction site and miss the safety training, the volunteer will not be allowed to stay.
- Failure to show (no-show) without calling or rescheduling will result in a cancellation of all future shifts for the next 30 days.
- Must sign in and out on our computer system.

Tracking Hours:

Court-ordered hours are tracked electronically. It's up to each volunteer to sign in AND sign out of our electronic system. If not signed out, the system will record zero (0) hours.



Volunteer Responsibilities:

- Must be clean, neat, and dressed appropriately in well-fitting clothing. Halter tops, short shorts, or inappropriate messages on tops are not allowed, (i.e. promoting gangs, violence, profanity, drugs, etc.). Closed-toe shoes are required. (No sandals, flip flops, or clogs are allowed.)
- Must use polite and appropriate language. Must be respectful of staff, volunteers, and customers.
- Please limit cell phone use while volunteering to your lunch break.
- Use of tobacco products, alcoholic beverages, or drugs are prohibited.
- Smoking and vaping is prohibited inside the ReStore or inside Habitat homes under construction. Smoking is allowed 25 feet from the worksite or near the dumpsters at the back of the ReStore.
- All volunteers must sign out for a lunch break if volunteering all day at either location.

Verification Letter:

- Lafayette Habitat will write a letter for the courts documenting proof of hours AFTER all hours are completed. We cannot do progress report letters. Volunteers must fill out the online form requesting a letter and designating who needs to receive the letter.
- Please plan accordingly as letters will be ready one (1) business day after completing the form. ***Please note that if you complete your hours on a Friday afternoon or Saturday, your letter will not be available until Tuesday.*** Volunteers will also be emailed a PDF copy of the letter.

Reasons for termination:

If a volunteer fails to comply with our volunteer code of conduct or behaves inappropriately, Lafayette Habitat may terminate the relationship with the volunteer. Specific examples for dismissal include, but are not limited to the following:

- Falsifying hours on volunteer sign-in sheet.
- Unauthorized price changes on any ReStore items.
- Inappropriate/unacceptable behavior as determined by Habitat staff, including alcohol consumption or drug use prior to or during volunteer shift, horseplay or unsafe activities, failure to follow instructions of supervisor, rudeness to customers at the ReStore, or any such behavior.

Providing your signature below indicates that you understand and agree to the Community Service Volunteer Policy and Guidelines as stated above.

Volunteer Printed Name

Volunteer Signature

Date