

Court-Ordered Community Service Volunteer Policies and Procedures

Habitat for Humanity of Greater Baton Rouge ReStores welcomes volunteers who are required by a court to do community service. The Restores 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. The ReStore will not be a party before the specific Court which orders the service, there is no jurisdiction over the organization and the Courts cannot order the ReStore to allow an individual to volunteer with the organization. Individuals will be judged solely by their offense(s) and not by any other means, including, but limited to: age, race, religion, sexual orientation, or disability.

Court-Ordered Community Service Volunteer Application Process

Habitat for Humanity of Greater Baton Rouge ReStores will not accept a volunteer for community service credit who is being charged, pleading guilty to, or having been found guilty of certain serious offenses including but not limited to:

Acceptable Offenses	Unacceptable Offenses
Contempt of Court	Armed Robbery or Burglary
Minor Traffic Violations	Theft
License, Tag, and Registration Violations	Grand Larceny
Perjury	Aggravated Assault
Minor Drug and Alcohol Violations	Battery
Truancy	Kidnapping
	Arson
	Domestic Violence or Abuse
	Sexual Abuse or Assault
	Rape

To apply to complete your court-ordered community service at the Habitat for Humanity of Greater Baton Rouge ReStores, please submit the following documentation:

1. Written documentation from the courts, probation officers, and/or lawyers stating that you are required to complete court-ordered community service hours, as well as the specifics of the offense.
2. The ReStore court-ordered community service volunteer application and liability waiver.
3. Submit your documentation, completed application, and liability waiver by email to the Manager of the ReStore location you intend to volunteer with.

ReStore Contact Information

ReStore Southeast

10300 Perkins Rd
 Baton Rouge, LA 70810
 Kirsten Acosta, Manager
 kirsten@habitatbrrla.org
 (225) 408-0021

ReStore North

4301 Airline Hwy
 Baton Rouge, LA 70805
 Ronny Lockett, Manager
 ronny@habitatbrrla.org
 (225) 355-1895

Court-Ordered Community Service Volunteer Process

After receiving approval from the Habitat for Humanity of Greater Baton Rouge ReStores to complete your hours with us, you will be required to do the following:

- **Schedule Volunteer Opportunities:** You must sign up 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. With this in mind, if you show up announced at the ReStore without scheduling in advance, you may be asked to leave.
- **Work Registered Hours:** If you are unable to work a scheduled shift, you will be able to remove yourself from the schedule by cancelling up to 24 hours prior to that shift. After the third 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 for Humanity of Greater Baton Rouge ReStores.
- **Record Your Hours:** You are responsible for tracking your hours. If the organization you are doing community service for does not provide you with a timesheet to record your hours, you will be required to use a ReStore timesheet to record the date, the time you arrive, the time you leave, and a staff signature.

Once you have acquired the needed hours, please notify the Restore Manager who will verify your community service timesheet. The ReStore Manager will sign any documents needed and submit them to you. If a letter of verification needs to be written on Habitat for Humanity letterhead, it must be requested at least 48 hours in advance of when it is needed.

Note: Validation letters will not be prepared without a validated timesheet. No exceptions.

Court-Ordered Community Service Volunteer Guidelines

Age Eligibility: All volunteers must be at least 16 years old to volunteer at the ReStores. Volunteers under the age of 18 must have a volunteer application and liability waiver signed by a parent or legal guardian.

Work Ethic: We expect that all of our volunteers show up to work on time, respect staff members, and do the work that is needed to be done. We appreciate our volunteers being flexible in this regard. If you are found to be unproductive at the ReStore, you will not earn any volunteer hours for that day. If you have completed a task and need something else to do, you are required to seek out a ReStore Manager to be assigned your next task. ***The use of cell phones or other electronic devices is not permitted while you are completing hours.***

Dress Code: A Restore volunteer vest will be provided. Please wear closed-toe shoes, long pants, and a shirt with sleeves. Sleeveless shirts are not permitted. Shorts are allowed, but must be at knee length. Please do not wear any loose hanging jewelry. Any clothing with disturbing messages or is provocative in nature, which could be viewed by others as offensive or suggestive, is prohibited.

Breaks: Please check in with the ReStore Manager before taking your allotted break period.

Code of Conduct: We do not permit the use of foul language, drugs, 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 working your hours with us.



COURT-ORDERED COMMUNITY SERVICE VOLUNTEER APPLICATION

PERSONAL INFORMATION

Name: _____ Birth Date (mm/dd/yyyy): _____

First

Last

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Home Cell Work Email: _____

What is your preferred method of contact? Phone Email

EMERGENCY CONTACT

Emergency Contact: _____ Relationship: _____

Phone Number: _____ Cell Home Work

JUDICIARY INFORMATION

Offense: _____ Case Number: _____

Hours Needed: _____ Completed By (Date): _____

Presiding Judge: _____ Judicial District/Court: _____

Supervising/Probation Officer(s): _____

Phone Number: _____ Cell Work Email: _____

Is this your first offense? Yes No

Please list any other offenses you have been charged with in the last two years: _____

I acknowledge that I have read and agree to adhere to Habitat for Humanity of Greater Baton Restore’s policy and procedures, application process, and guidelines regarding court-ordered community service volunteers.

Volunteer (Print)

Volunteer (Signature)

Date

Parent/Guardian (Print)

Parent/Guardian (Signature)

Date