



Guidelines for Completing Community Service

If you choose to satisfy your community service requirements with Habitat for Humanity Tucson you will need to read the requirements below, sign at the bottom showing your understanding of our expectations and that you meet our requirements, and turn this sheet into the Habitat office located at 621 W Lester Street, Tucson, AZ 85705.

Orientation: You must complete an orientation with us. They are held the second Saturday of the month at our office at 10am.

Waiver: You must complete a waiver. If you are 16 or 17 year old you must have a parent/guardian also sign your waiver.

Volunteer hour record sheet: You are responsible for tracking your hours. We require that if the organization you are doing community service for does not provide you with a sheet to record your hours that you use ours. Our record sheet requires that you fill in the date, the time you arrive, the time you leave, and a staff signature. If you need a letter upon completion of hours you must give a copy of your completed record sheet to the Volunteer Program Associate, who will send you a letter within five business days.

HabiStore/Site sign-in sheet: Aside from tracking your hours personally and having them signed by a staff member, we ask that all of our volunteers sign in on our general volunteer sign in sheet. Both the store and our sites have a sign in sheet for volunteers to use when they arrive.

Letter for completion of hours: If you need a letter stating how many hours you completed you must have turned in this document signed and a copy of the hours you worked to the Volunteer Program Associate. Failure to sign this document or to track your hours appropriately will result in the Volunteer Program Associate denying your request for a letter.

Volunteer opportunities: All volunteer opportunities can be found on our website at www.habitattucson.org or by calling our Volunteer Program Associate. You must sign up in advance for the days you would like to volunteer. 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 just show up at the store or the construction site without scheduling in advance, you will be asked to leave.

We do NOT accept: Volunteers who have committed violent crimes, crimes against minors, sexual offenses, theft, or robbery.

Age requirement: All Habitat Tucson volunteers must be at least 16 years of age or older.

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 do not save work for volunteers

because that would not be a productive way to build homes or run our HabiStore. We appreciate our volunteers being flexible in this regard. If you are found to be unproductive on the construction site or at the HabiStore you will not earn any volunteer hours for that day. 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.

Breaks: The length of time and where you volunteer will determine your breaks. Construction volunteers work no longer than a 6 hour shift and will receive a break for lunch. You must bring your own lunch to the construction site. At the HabiStore you will receive a 20 minute break for a four hour shift. If you work from 9am – 5pm you will receive a 30 minute lunch and two 15 minute breaks. You must take your breaks in the break room and not on the sales floor. There is a refrigerator at the HabiStore for you to store your food.

Dress code: Both the HabiStore and the construction site require all volunteers to wear closed toe shoes. Tennis shoes, hiking boots, or work boots are okay. No sandals, flip-flops, or clogs will be allowed. We are a family-oriented organization; please dress accordingly. T-shirts and pants are the recommended form of dress. Tank tops and short shorts are not permitted at the store or on the site.

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 us.

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 Tucson.

Signature

Date

Please Print Your Name

Phone Number

Please indicate your offense (if applicable)

Number of Hours to Complete