



Volunteer Resources  
3501 N. Mountain Ave  
Tucson, AZ 85719  
(520) 326-1217 X228

## Court Ordered Community Service Agreement

Habitat for Humanity Tucson provides volunteer opportunities for individuals who need court ordered community service hours. This agreement below explains the requirements and expectations of our organization for this type of volunteer work.

**Please read and sign at the bottom.**

**We do NOT accept** volunteers who have committed any type of felony, violent crimes or crimes against minors, sexual offenses, theft or robbery, unless approved by the Volunteer Resources Department.

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

### Steps:

1. Present court documentation of offense and number of hours required to complete. This may be done in person, by email or by fax (520) 326-5149.
2. **Receive approval from Volunteer Resources. A Volunteer time sheet will be provided at this time.**
3. Complete a liability waiver. Liability waivers may be signed electronically through the on-line volunteer system or by personally signing a paper copy. Volunteers less than 18 years of age must have parental/guardian written permission.
4. Register as a volunteer on-line at [www.habitattucson.org](http://www.habitattucson.org) on the volunteer tracking system. Volunteer Resources can help with this process.
5. Sign-up for the location and the specific days you would like to volunteer on this volunteer tracking system.

**Volunteer time sheet:** Court ordered hours must be approved and signed on the day worked by a staff manager at that location. Hours on the time sheet are verified with the electronic volunteer tracking system; however, in the case of total hour discrepancies, the time sheet hours will be used for official reporting to the courts by Habitat Tucson if properly approved.

**Volunteer opportunities:** Volunteer Resource personnel will assist in assigning appropriate volunteer opportunities for each individual and provide assistance in using the electronic volunteer tracking system when necessary.

**Electronic sign-in:** Checking in with staff upon arrival allows for electronic tracking of hours. This is verified against the paper volunteer time sheet when documentation is requested for court.

**Volunteer responsibilities:**

- Please arrive on time. Failure to show without rescheduling will result in termination of this agreement. Rescheduling more than three times will result in termination of this agreement.
- Complete assigned work and ask for direction when appropriate. Lack of productivity may result in unearned hours for that day.
- Be respectful of customers, staff and other volunteers. Physical aggression and profanity is not allowed.
- Smoking is not allowed on Habitat Tucson property. Weapons and 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 and work pants or jeans are the recommended form of dress. Tank tops, short shorts, or inappropriate t-shirts are not allowed, (i.e. promoting gangs, violence, profanity, drugs, etc.). Habitat Tucson t-shirts may be purchased at [www.habitatucson.org/shirt](http://www.habitatucson.org/shirt).

**Breaks:** Breaks are determined at the discretion of Habitat staff. Food is not provided. Bringing lunch or a snack in cooler type containers is recommended. Please stay on site during the 15 – 30 minute break time.

**Letter of Completion:** Habitat for Humanity Tucson will write a letter for the courts documenting proof of hours. Please call Volunteer Resources a minimum of two (2) business days in advance. Completed letters may be received at the administrative offices - 3501 N Mountain Ave – or they may be mailed. Hours must be recorded as indicated above in order for Volunteer Resources to approve and document for the courts.

I, \_\_\_\_\_, have read the above and agree to follow the Habitat for Humanity Tucson requirements in order to complete court ordered community service for a total of \_\_\_\_\_ hours.

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Signature

Date