

Court-Ordered Community Service Requirements

Thank you for choosing Valley Outreach to perform your hours for community service. All individuals who receive a court order to perform Community Service will be considered on a case-by-case basis. In order to proceed you must complete the:

- Valley Outreach Community Service Contract form
- Valley Outreach Volunteer Application form
- Valley Outreach Agreement form
- Other forms as appropriate (depending on where the volunteer works within Valley Outreach)

All volunteers must have a brief interview with the Volunteer Manager and attend an hour-long orientation prior to volunteering. Attending orientation and meeting with the Volunteer Manager does not guarantee an opportunity to volunteer. Once you have been approved to volunteer at Valley Outreach, you will be called by the Volunteer Manager to set up a schedule and a date to start.

You are expected to:

- Perform your assigned duties with your best efforts and must be respectful to our staff, volunteers and clients.
- If a regular schedule is not created initially, you must call the Volunteer Manager to schedule at least 24 hours before you want to volunteer. If you show up without a call or are not scheduled you will be asked to leave and to call to make an appointment.
- Call the Volunteer Manager when you cannot come for your scheduled time. If you come unscheduled twice you will be asked to leave and not return.
- Check in and check out with Volunteer Manager or appropriate Program Manager upon arriving and leaving Valley Outreach each time you are here.
- Inform your work area supervisor or Program Manager if you need to leave the area for any reason (break, phone call, meal, etc.).
- Follow sign in/out procedures
- There are limited opportunities for volunteers while at Valley Outreach. The duties will be assigned by the Volunteer Manager or Program Manager. Should you choose to decline any of the volunteer opportunities offered to you each day you are here you will be asked to leave. If you choose to decline twice you will be asked to leave and not return.

We will consider helping to fulfill hours related to:

- Certain misdemeanor drug charges
- Traffic violations
- Driving while impaired
- Other non-violent misdemeanors

Reasons why you may be denied the opportunity to volunteer at Valley Outreach (which include but are not limited to):

- Felonies
- Violent misdemeanors, sexual crimes, or crimes related to the volunteer position
- Failure to comply with Valley Outreach volunteer policies and expectations

Valley Outreach reserves the right to decline any request for Community Service at any time and to end the Community Service of any volunteer at any time.

Please contact the Volunteer Manager at 651-342-5559 if you have questions.

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