



Guidelines for completing your community service requirement with Habitat for Humanity North Central Massachusetts

Habitat for Humanity North Central Massachusetts (HFHNCM) welcomes members of the public who wish to perform community service on our construction sites, at the ReStore or in our affiliate office. Whether the requirement is for the courts or for school or college, you must adhere to the following procedure:

Please note: we cannot accept court-ordered community service requests from persons whose offence involved larceny and/or violence.

- Contact the HFHNCM office **prior** to signing up for a work day.
- You must provide HFHNCM with your full contact information. If the community service is court-ordered, please also provide contact information for your attorney, a copy of your Community Alternative Sentencing Program paperwork (electronic or paper) and/or the name and location of the court that has mandated the service **prior** to signing up for a work day.
- If volunteering on a construction site, **you must arrive by 8:30am** and stay through the end of the work day (usually 4:00pm.).
- If volunteering at the ReStore, **you must arrive by 9:00am or 1:00 pm** (depending on whether it's a morning or afternoon shift) and stay for the complete shift.
- If volunteering at the HFHNCM office, **you must arrive by 9:00 am or 1:00 pm** (depending on whether it's a morning or afternoon shift) and stay for the complete shift.
- You will need to provide your own lunch and dress appropriately for the location and work you will be doing.
 - *This is a drug and alcohol free workplace. Smoking is not allowed on the construction site, in the ReStore or in the office.*
 - *Loud, abusive, or foul language will not be tolerated. Racism, sexism, fighting, rudeness to staff, customers or volunteers will also not be tolerated.*
 - *Excessive use of mobile phones is not allowed.*
 - *Portable music players/Ipods/MP3 players are not allowed while working – you must be able to hear for your own safety.*
- When you arrive at the construction or ReStore site, report directly to the site manager. Sign in with the other volunteers and complete a liability waiver form
- If volunteering in the affiliate office, report directly to the Volunteer Manager. Sign in and complete a liability waiver form if this is your first time volunteering with HFHNCM or your first time at this location. The volunteer manager will monitor your work and hours. (In the absence of the volunteer manager, another member of staff will oversee your shift.)

When you have completed your total community service hours, please make an appointment with the Volunteer Manager at the HFHNCM office to receive paperwork showing confirmation of hours worked. The office is located at 201 Great Road, Suite 301, Acton, MA 01720. Office hours are 9am-5pm, Monday through Friday. **Please note: HFHNCM is not responsible for mailing or faxing paperwork to courts, attorney's offices, schools or colleges.**

If you have any questions, please contact Michelle Galli, HFHNCM Volunteer Manager
Phone: 978-348-2749, ext. 205 or Email: michelle@ncmhabitat.org



Community Service Agreement

CS Volunteer: _____

The following behaviors and actions are grounds for dismissal from the ReStore or Construction site:

Falsifying hours on the sign in sheet, hiding to get out of work, excessive breaks or cell phone use, violent or aggressive behavior, inappropriate language or clothing, failure to complete assigned duties when asked, inappropriate attitude with staff, customers, donors, or other volunteers.

Your signature below indicates your acknowledgement and acceptance of these rules and the guidelines that you have read.

Signature

Date