



Greetings Habitat Volunteer,

Thank you for your interest in participating with Habitat for Humanity Saint Louis (HFHSL) as a community service volunteer. HFHSL is excited to bring people together side by side with other volunteers and our homebuyers as we make a difference in the St. Louis metropolitan community.

HFHSL offers individuals the opportunity to earn community service hours through a wide variety of volunteer opportunities. Volunteers can collect community service hours for many reasons including high school, college, trades & some court ordered offenses.

Included in this packet are:

- **How to Get Community Service Hours**-details of the types of community service volunteers we can accommodate at our affiliate and how to go about getting started in the process.
- **Court Ordered Community Service Policies and Procedures**-outlines the steps that must be taken for an individual prior to starting their court ordered community service with us. As these rules are different from any other type of community service volunteering, please read this section carefully if it applies to you.

Important Reminders:

- No volunteers under the age of 16 years old are permitted on the build site for any reason.
- No volunteers under the age of 18 years old are permitted to use power tools or be on ladders.
- Court ordered community service volunteers are subject to all of the same opportunities, rules and responsibilities that apply to any other individual.
- **All volunteers must arrive on time. Late arrivals may not be allowed to stay and volunteer.**

We know this will be a fun and rewarding experience for you, and we hope you enjoy your volunteer day! Please feel free to email or call with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Beckie Finland".

Beckie Finland
Volunteer Services Administrator

Habitat for Humanity Saint Louis
3763 Forest Park Ave.
St. Louis, MO 63108
(314) 371-0400
www.habitatstl.org/communityservice



How do I get community service hours?

Volunteers can use their volunteer experience with Habitat for Humanity Saint Louis (HFHSL), to collect community service hours for high school, college, & some court ordered offenses. **NOTE:** Depending on the reason for community service hours, the requirements may vary. See below for detailed information and instructions.

Section 1: High School, College, Trades and Other non Court-Ordered Community Service

1. Sign-in on the build site, in the warehouse, at the administrative offices or in the ReStore.
2. Ask for an orange **timecard** at sign-in.
3. Log and date your hours on the timecard; on the build site, have a house leader, crew leader, task leader, or Habitat staff member initial your card at the end of the day. At the ReStore, a manager will initial your card at the end of the day/shift.
4. Keep your card to log all required hours you need to accrue (*several days can be logged on one card*).
5. Once you are ready to get a validation letter, follow the instructions in Section 3.

Section 2: Court Ordered Community Service (*for more information see page 3*)

1. All court ordered community service volunteers are required to submit proper documentation prior to being able to volunteer with HFHSL.
2. Individuals not able to volunteer with us are those who have been charged with or plead guilty to one of any of the following offenses, including but not limited to: Armed Robbery, Assault, Aggravated Assault, Kidnapping, Arson, Robbery, and Statutory Offenses (Sexual Abuse, Sexual Assault, and Rape).
3. Individuals charged with or having pleaded guilty to the following, offenses can be approved on a case by case basis. These include but are not limited to: DWI, DUI, Drug Possession, Drug Sale Offenses, Violation of Probation, Burglary or Theft.
4. If you are approved then you must submit documentation from the Courts, a Lawyer, or Probation/Parole Officer that states your name, the specific offense and the required amount of hours to be served, and the time limit to complete court ordered hours. This can be emailed to the Volunteer Services Administrator, Beckie Fingland at beckie@habitatstl.org, faxed to 314-371-0404 or mailed to 3763 Forest Park Ave. St. Louis, MO 63108, all attention to Beckie for her review.
5. You must have a validated yellow timecard from HFHSL, prior to volunteering. Schedule a time to come in and pick up a **validated** timecard to track your hours. For the yellow time card to be **validated** it must be signed, dated and stamped prior to the first day of volunteering by the Volunteer Services Administrator or other select HFHSL staff members. **Hours volunteered prior to the HFHSL validated, signed, and dated time card WILL NOT be counted towards court ordered community service hours as they were not approved by HFHSL.**
6. Start Volunteering, **NOTE:** Certain volunteer opportunities including construction volunteering **require** volunteers to attend an orientation first. For more information on our volunteer opportunities and orientation, please visit our website www.habitatstl.org. Once you are ready to get a validation letter, follow the instructions in Section 3.

Section 3: Receiving a Validation Letter

Once you have reached your desired number of hours mail, email, fax (both sides) or drop off your card to: Habitat for Humanity Saint Louis, Attn: Beckie Fingland, 3763 Forest Park Ave St. Louis, MO 63108; beckie@habitatstl.org, or fax 314-371-0404 (*Use this contact information to send all other required documentation as well*). **Your request will be processed within two weeks** of receipt and a letter will be mailed or faxed to the address given. **Note:** We cannot guarantee a response for an immediate letter, however we will work with you to the best of our abilities, depending on available staff and build schedule.

IMPORTANT NOTE: Validation letters will not be sent without Habitat having received your timecard. NO exceptions! No card ≠ No validation letter.

For any questions or concerns visit our website www.habitatstl.org/communityservice first, or contact Beckie Fingland, beckie@habitatstl.org at 314-371-0400 for further questions.



Court Ordered Community Service Policies and Procedures

HFHSL 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. HFHSL 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 HFHSL to allow an individual to volunteer with our organization.

Individuals will be judged solely by their offense(s) and not by any other means, including, but not limited to: age, race, religion, sexual orientation, or disability.

Potential volunteers must provide written documentation from the courts, probation officers and/or their lawyer stating that they are required to complete court ordered community service hours, as well as the specifics of the offense.

1. HFHSL can immediately decline for failure or refusal to disclose the specific offense(s), and/or the failure or refusal to provide written documentation to HFHSL.
2. HFHSL 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:
 - a. Violent Offenses
 - i. Armed Robbery
 - ii. Assault
 - iii. Aggravated Assault (assault with a weapon)
 - iv. Battery
 - v. Kidnapping
 - vi. Arson
 - vii. Robbery
 - viii. Statutory Offense
 1. Sexual Abuse
 2. Sexual Assault
 3. Rape
3. Certain offenses will be considered on a case-by-case basis as to whether or not an individual will be allowed to volunteer with HFHSL. Such offenses include but are not limited to:
 - ix. DWI
 - x. DUI
 - xi. Drug Possession
 - xii. Drug Sale Offenses
 - xiii. Violation of Probation
 - xiv. Burglary or Theft

Court Ordered Community Service Approval Process

NOTE: At minimum it can take up to 3-4 business days for the approval process to be completed.

1. Based on the above offenses if you are approved, you must then submit the following documentation via fax/mail/email/in person **prior** to receiving a time card and your first day of volunteering.
Letter from probation officer, courts, or lawyers stating:
 - i. Individual's Name
 - ii. Specific Offense(s) hours are being completed for.
 - iii. Number of hours required to complete
 - iv. Time limit to complete court ordered hours
 - v. The name and contact information of their probation officer or Lawyer
2. After receiving the appropriate paper work the volunteer will need to schedule a time with the Volunteer Services Administrator to come in and pick up their **validated** yellow time card. The Volunteer Services Administrator has specific appointment hours for community service volunteers. **NOTE: You must make an appointment to meet with any HFHSL staff member. Individuals who arrive without an appointment may have to wait or be asked to leave depending on staff availability.** The community service appointment hours are as follows:
 - a. Mondays-12pm-3pm
 - b. Wednesdays-10am-12pm
3. For the yellow time card to be **validated**, it must be signed, dated and stamped prior to the first day of volunteering.
 - a. Hours volunteered prior to the signed and dated time card **WILL NOT** be counted towards their court ordered hours, as they were not yet approved by HFHSL.
 - b. The volunteer **must** come to the office to pick up their time card prior to their first day of volunteering.
 - c. If the Volunteer Services Administrator is unavailable, you will be directed to the next appropriate staff member.
4. After receiving the validated yellow time card, you will have the same volunteer opportunities and will bear the same responsibilities as any other volunteer for this affiliate (i.e. must attend orientation to volunteer with a committee or Saturday build, must sign up via Volunteer Hub for ReStore work dates). Check out our website for more information on volunteer opportunities, www.habitatstl.org
5. Once you have acquired the needed hours, the yellow time card must be turned into the Volunteer Services Administrator, who will then provide a validation letter within 2 weeks. The letter will be on letterhead stating how many hours you completed, and in what capacity (i.e. ReStore, Build Site, Office, etc). **Note:** No validation letters will be prepared without a validated HFHSL time card. **No Exceptions.**
6. Individuals who are unable to wait two weeks for their validation letter can request a meeting with the Volunteer Services Administrator (at his/her availability) to receive a letter early, but there is **NO** guarantee that a meeting will be scheduled or the letter can be prepared.

For any questions about the Community Service Policy and Procedures with HFHSL or to schedule an appointment during designated hours, please contact Beckie Fingland, Volunteer Services Administrator at beckie@habitatstl.org or 314-371-0400.