



Greetings Habitat Volunteer,

Thank you for your interest in participating with Habitat for Humanity Saint Louis as a community service volunteer. Habitat Saint Louis 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.

Habitat Saint Louis 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 volunteer.
- **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



# How do I get community service hours?

Volunteers can use their volunteer experience with Habitat for Humanity Saint Louis, 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. High School students volunteering for school required community service, please contact the Volunteer Services department at [volunteers@habitatstl.org](mailto:volunteers@habitatstl.org) or call 314-371-0400.
2. All volunteers required sign-in on the build site, in the warehouse, at the administrative offices or in the ReStore upon arrival.
3. Ask for an **orange timecard** at sign-in.
4. Log and date your hours on the timecard; on the build site have a 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.
5. Keep your card to log all required hours you need to accrue (*several days can be logged on one card*).
6. Once you are ready to get a validation letter, follow the instructions in Section 3.

## **Section 2: Court Ordered Community Service**

1. All court ordered community service volunteers are required to submit proper documentation prior to being able to volunteer with Habitat Saint Louis.
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 (on letterhead), or Probation/Parole Officer that states your name, the specific offense, the required amount of hours to be served. This can be emailed to the Volunteer Services department at [volunteers@habitatstl.org](mailto:volunteers@habitatstl.org), faxed to 314-371-0404 or mailed to 3763 Forest Park Ave. St. Louis, MO 63108 for review.
5. You must have a validated yellow timecard from Habitat Saint Louis, 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 Habitat Saint Louis staff members. **Hours volunteered prior to the Habitat Saint Louis validated, signed, and dated time card WILL NOT be counted towards court ordered community service hours as they were not approved by Habitat Saint Louis.**
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](http://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: Volunteer Services Department, 3763 Forest Park Ave St. Louis, MO 63108; [volunteers@habitatstl.org](mailto:volunteers@habitatstl.org), or fax 314-371-0404. **Your request will be processed within two weeks** of receipt and a letter will be mailed or faxed to the address given on the timecard. **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 at [www.habitatstl.org/communityservice](http://www.habitatstl.org/communityservice) first, contact Volunteers Services at [volunteers@habitatstl.org](mailto:volunteers@habitatstl.org) or 314-371-0400 for further questions.