



# VOLUNTEER SERVICE RECORD

## Step 1: Volunteer Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_  Home  Work  Mobile

Email Address \_\_\_\_\_

## Step 2: Organization Requiring Service Hours

Organization Name \_\_\_\_\_  School  Business  Association  Other

## Step 3: Service Performed

The list below is the volunteer's record of service to be verified by *Habitat* staff.

Date	Time In	Time Out	Service Location	Leader Name	Total Hours

Total Hours Completed \_\_\_\_\_

Please use the space on the back of this sheet to describe any duties performed or any additional comments.

## Step 4: Verification & Letter of Completion

The above hours are **not** verified by *Habitat*. Once Volunteer hours are completed, to have your hours verified and request a letter of completion, you may fax or email our Community Engagement Coordinator with (1) a copy of this timesheet, (2) a request for verification, and (3) the name and mailing information of the person to be notified of your service. Please plan accordingly and allow for a 1-week turn around when requesting a Verification Letter.

### Habitat for Humanity of Jacksonville

2404 Hubbard Street, Jacksonville, FL 32206 | phone: (904) 798-4529 | fax: (904) 798-2728  
Community Engagement Coordinator email: [gbellamy@habijax.org](mailto:gbellamy@habijax.org) direct: (904) 208-6645



# VOLUNTEER SERVICE POLICY

## Volunteers with Hours to Track

If you are interested in volunteering and need your hours tracked for another organization (school, workplace, association, etc.), you may register online **without** prior approval.

Volunteers with hours to track should bring a timesheet to their volunteer shift to keep track of their hours. The institution requesting your hours should provide you with a time sheet, if not, we have provided you with a generic community service timesheet (see reverse). Habitat for Humanity of Jacksonville is *unable to verify* community service hours for volunteers who do not sign-in and/or sign-out of their volunteer shift or those without a timesheet.

Sign-Up for your shift online at [habijax.org/volunteer](http://habijax.org/volunteer).

## Court-Ordered Community Service

Habitat does accept *some* volunteers who have been adjudicated to complete community service hours by the courts. Please be aware that we are only able to schedule volunteer hours for those offenses listed below, based on the availability of volunteer shifts. Volunteers completing hours for court must be at least 16, and if under 18 they must have a parent sign a minor waiver form. If you are unsure of whether we would accept an offense that is not listed, please ask our Community Engagement Coordinator.

If you are interested volunteering with Habitat to complete court-ordered Community Service hours, please contact the Volunteer Services Department **PRIOR TO REGISTERING** to confirm you are approved for volunteering.

**PRIOR APPROVAL:** To begin, please fax or email our Community Engagement Coordinator (1) a copy of a valid form of ID, and (2) a copy of your court paperwork stating your charges. Your charges will be verified by the Volunteer Department, and if approved, you will be granted access to schedule your first volunteer shift.

**Important:** *Court-Ordered Community Service Approval can take up to three business days. Our Volunteer Services Department is open 8 am – 5 pm, Tuesday-Saturday. Habitat for Humanity of Jacksonville does not accept all court-ordered offenses and reserves the right to decline court-ordered community service volunteers. Please plan accordingly.*

## Acceptable Offenses

Contempt of Court – Child Support	DUI	Public Disturbance
Contempt of Court (Any)	Fleeing or Eluding Officer	Reckless Driving
Driving with no license	Gathering without a Permit	Resisting Arrest
Driving with no or expired registration/tag	Passing Worthless Checks	Traffic violation – civil
Driving with suspended license	Perjury	Trespassing
	Possession of Open Container	Truancy

Reminder: Court-ordered volunteers *will not be able register* for volunteer hours with Habitat without *prior approval* by our Community Engagement Coordinator.

## Verification & Letters of Completion

Once Volunteer hours are completed, to have your hours verified and request a letter of completion, you may fax or email our Community Engagement Coordinator with (1) a copy of your timesheet(s), (2) a request for verification, and (3) the name and mailing information of the person to be notified of your service.

**Please allow for a 1-week turn around when requesting a Verification Letter.**

Community Engagement Coordinator  
email: [gbellamy@habijax.org](mailto:gbellamy@habijax.org) | direct: (904) 208-6645 | fax: (904) 798-2728