



Help's on the Way

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Policy Name: Court-ordered Community Service Volunteer Policy
Policy Adoption Date: August 11, 2008

Help's on the Way, in an effort to cooperate with members of the community who have been sentenced to court-ordered community service, has adopted the following policy related to this issue. The information herein is intended only for those individuals who need to fulfill court-ordered community service with a qualifying nonprofit organization. **Please note that the required, court-ordered community service volunteer information on page two of this document is considered confidential information, and will be treated as such by Help's on the Way.**

Help's on the Way program policies and procedures for court-ordered community service are as follows:

- Help's on the Way reserves the right to limit or prohibit any individual from serving court-ordered community service based on the charge or charges for which the individual has been sentenced.
- Court-ordered community service volunteers must work a minimum of four hours during the regular business hours of the ministry.
- Help's on the Way will limit the number of court-ordered community service volunteers to a maximum of no more than three volunteers per shift.
- Scheduling of court-ordered community service work shifts will be scheduled on a first-come, first-served basis.
- There is no guarantee that court-ordered community service volunteers will be able to fulfill all of their court-ordered community service hours at Help's on the Way.
- Individuals serving court-ordered community service at Help's on the Way will work under the supervision and direction of the officers and directors of the ministry and may be required to shadow ministry officers and/or directors while on ministry property.

For questions or additional information related to this policy, please write to:

Help's on the Way
6784 Edwards Road
Belleville, Michigan 48111-1136

Or, contact us on the web www.helpsontheway.org

Psalm 46:1 "God is our refuge and strength, an ever-present help in trouble."

Help's on the Way, Court-ordered community service volunteer information:

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

Michigan Drivers License #: _____

Or

State of Michigan ID #: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____

Date of Birth (month/day/year): _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

Number of sentenced court-ordered community service hours: _____

Court Docket Number & Charge(s) or offense(s) for which you have been sentenced:

Court Docket Number: _____

Charge or offense # 1: _____

Charge or offense # 2: _____

Charge or offense # 3: _____

County and court system where charges occurred: _____

Name of court officer, or court office to whom you report: _____

Phone number of court officer or court office to whom you report: _____

Full mailing address of court system to who you report:

Name of Court: _____

To the attention of: _____

Street address of court: _____

City, State and Postal ZIP code in which court is located: _____

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