

GREATER NASHUA HABITAT FOR HUMANITY

P.O. Box 159, Nashua, NH 03061

(603) 883-0295

www.nashahabitat.org

Community Service Guidelines and Responsibilities

For Court Mandated Community Service

1. You will be scheduled for one time when you call for community service hours.
2. You will be scheduled to work on construction projects only for your community service time. Additional hours will be scheduled after you have completed your first shift.
3. It is your responsibility to schedule additional hours with the volunteer coordinator or project manager/supervisor.
4. You must sign in and out on the day(s) that you volunteer.
5. You must call us well in advance and with a reasonable explanation if you are unable to work for the hours you are scheduled.
6. Failure to show up for hours scheduled is grounds for you to be terminated here for your community service.
7. Any false information on volunteer forms and volunteers release will terminate your community service and nullify any hours of service.
8. You are expected to complete tasks assigned.
9. It is important to arrive on time and closely follow the instructions of the building coordinator/supervisor.
10. You are responsible to wear appropriate attire and adhere to all safety requirements while on the construction site.
11. Come in with a positive attitude.
12. No visitors or phone calls are allowed during service time, unless there is approval from the supervisor.
13. When you have completed your hours, ask your supervisor or volunteer coordinator to sign you off for your service time provided.
14. Fulfilling Community Service hours at Greater Nashua Habitat for Humanity is a privilege and may be revoked at any time if the supervisor does not feel you are meeting expectations.

I have read and agree to the guide lines above.

YOUR SIGNATURE

Date

Phone#

Print your name

and address: street

city, state

zip

AMOUNT of hours you need to complete

DATE they are to be completed by

Print the reason you are doing court ordered community service? (How did you break the law?)

Signature of volunteer coordinator, project manager, or project supervisor.

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Community Service To GNHFH

Today's Date

This is to certify that _____

Has completed _____ hours of volunteers service

to Greater Nashua Habitat for Humanity.

Volunteer Coordinator or Building Supervisor print name

Volunteer Coordinator or Building Supervisor signature

Schedule of actual hours worked: