

GREATER NASHUA HABITAT FOR HUMANITY

P.O. Box 159, Nashua, NH 03061

(603) 883-0295

www.nashahabitat.org

Community Service for individuals and groups *that is not court mandated* can be obtained in a variety of ways that either benefits a particular project or the organization (GNHFH) as a whole.

Community Service Guidelines and Responsibilities

For Individual and Group Community Service

1. Any and all activity should be coordinated with the appropriate GNHFH volunteer or staff.
2. A minimum of two weeks notice is needed prior to any activity taking place.
3. We will need to know all the individuals involved and have parental approval for all volunteers under 18 years old.
4. All youth groups must have adult supervisors to coordinate volunteer involvement and participation.
5. All fundraising related activities must be pre-registered or signed off by a committee chairperson prior to the event for community service time to be awarded.
6. For construction projects, you will be scheduled for one time. Additional hours will be scheduled after you have completed your first shift.
7. You must call us well in advance and with a reasonable explanation if you are unable to work for the hours you are scheduled.
8. You must sign in and out on the day(s) that you volunteer.
9. Failure to show up for hours scheduled is grounds for you to be terminated here for your community service.
10. It is your responsibility to schedule additional hours with the volunteer coordinator or project manager/supervisor.
11. Any false information on volunteer forms and volunteers release will terminate your community service and nullify any hours of service.
12. You are expected to complete tasks assigned and come in with a positive attitude.
13. It is important to arrive on time and closely follow the instructions of the building coordinator/supervisor.
14. You are responsible to wear appropriate attire and adhere to all safety requirements while on the construction site.
15. No visitors or phone calls are allowed during service time, unless there is approval from the supervisor.
16. When you have completed your hours, ask your supervisor or volunteer coordinator to sign you off for your service time provided.
17. For any activity not covered here, a partnership letter between you, your group and a GNHFH committee chairperson is needed stating what is to be accomplished for community service time to be awarded.
18. Fulfilling Community Service hours at Greater Nashua Habitat for Humanity is a privilege and may be revoked at any time if the supervisor/coordinator does not feel you are meeting expectations.

I have read and agree to the guidelines above.

YOUR SIGNATURE

Date

Phone#

email

Print your name

AMOUNT of hours you need

DATE to be completed by

Print: Name of Organization

Print: Contact person and phone#

Print and Signature of parent for Parental Consent

Print: Adult contact person and Phone#

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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: