



HabiJax
Habitat
 for Humanity®
 Jacksonville

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: PURPOSE OF SERVICE HOURS

Purpose (ie. Court Ordered, School, etc.) _____ Organization Name _____

STEP 3: SERVICE PERFORMED

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

Date	Time In	Time Out	Service Location	Team Leader or Manager Signature	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 HabiJax.

Once Volunteer hours are completed, to have your hours verified and request a letter of completion, you may submit: (1) a copy of this timesheet, (2) a request for verification, and (3) the name and email information of the person to be notified of your service at <https://www.habijax.org/get-involved/volunteer/individuals/court-ordered/>.

Please plan accordingly and allow for a 1-week turn around when requesting a Verification Letter.



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. We have provided you with this timesheet in the Volunteer Service Record. 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. It is your responsibility to have each instance of service signed by a Team Leader or Manager.

Sign-Up for your shift online at habijax.org/volunteer.

Court-Ordered Community Service

HabitJax 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 Department.

If you are interested volunteering with HabitJax to complete court-ordered community service hours, please contact the Community Engagement Department **PRIOR TO REGISTERING** to confirm you are approved for volunteering.

PRIOR APPROVAL: To begin, please submit a copy of a valid form of ID, and (2) a copy of your court paperwork stating your charges, your case number, and how many hours are required by the court to a form on our website: <https://www.habijax.org/get-involved/volunteer/individuals/court-ordered/> Your charges will be verified by the 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 Community Partnerships Volunteer department is open from 8 am to 5 pm, Tuesday to 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 (Alcohol Only)	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 HabitJax without *prior approval* by our Community Engagement Department.

Verification & Letters of Completion

Once Volunteer hours are completed, to have your hours verified and request a letter of completion, please submit (1) a copy of your timesheet(s), (2) a request for verification, and (3) the name and email information of the person to be notified of your service to: <https://www.habijax.org/get-involved/volunteer/individuals/verification-of-service/>

Please allow for a 1-week turn around when requesting a verification letter.