



Effective February 1, 2017

additional questions: volunteer@habitatbucks.org

Court Ordered Community Service Policy

We are currently accepting Community Service applications for our **Chalfont** and **Langhorne** ReStore locations. We do not offer construction opportunities for Community Service hours.

To ensure a positive experience the following guidelines must be met:

IMPORTANT: You may not fulfill court ordered community service hours if you were assigned hours for any offense related to burglary, aggression or violence, sex-related crimes, weapons charges, or crimes involving minors.

- Your assignment must be for a minimum of 15 hours of service. There are other area non-profits who will accept fewer hours. Our training and time commitment must balance your service hours
- Send us your PA Criminal History report. This is free for volunteers.
 - <https://epatch.state.pa.us/Home.jsp>

Request Under Review - If a background check has returned a result of "Request Under Review". The review process will be completed in approximately 2 - 3 weeks. So check back in 2 to 3 weeks to view an updated status.

No Record - you will need to *print the certification form by clicking on the **Certification Form** hyperlink.*
NOTE: THE CERTIFICATION FORM SHOULD BE PRINTED OR SAVED; ONCE VIEWED YOU WILL HAVE NO FURTHER ACCESS TO THE DOCUMENT (which is what needs to be turned into the office - NOT the receipt/invoice.)

Record - the relevant information will be mailed to you and that is what you need to submit.

- Provide written confirmation from the court of the number of hours to be completed AND our [Community Service Request Form](#) < click here
- **Submit all of the above along with a \$25 recording and documentation fee (Check or money order payable to HFHBC, 31 Oak Ave., Chalfont, PA 18914**
- IF APPROVED, we will notify you and send a link to complete our online **volunteer application**
- We strongly recommend you view and take the brief safety training online courses: **"Back safety"** and **"Preventing slips, trips, and falls"**, for the ReStore here:
 - www.hfhvolunteerinsurance.com – once on the site scroll down to see this



Follow instructions

- You must log in and out at our Volunteer Kiosk when you arrive – **you will be assigned a PIN** for log in.

- IF YOU ARE LATE OR CANNOT MAKE AN ASSIGNMENT- you must call or email us to notify us that you need to reschedule. More than one occurrence may jeopardize completion of your assignment and we may terminate.
- Once your hours are completed you must request a letter documenting your service. Allow up to 5 business days for the letter to be prepared. PLAN AHEAD!!!!

NOTE: Habitat for Humanity of Bucks County reserves the right to terminate agreement for court ordered community service if the participant is in any way unproductive, disruptive, or in any way negatively impact the accomplishment of the daily goals.