



My Father's House Community Services Community Service Agreement

My Father's House Community Services aims to provide a positive environment in which members of the community may complete community service hours while contributing to a worthwhile cause. Whether your participation is voluntary or mandated, we thank you for choosing to spend your community service hours at My Father's House. In order to maintain the integrity of My Father's House as a community service site, all volunteers completing community service hours must agree and adhere to the following:

- *Participants must call and schedule their community service hours with a member of the staff at My Father's House Community Services prior to beginning their time here. This allows us to plan work projects and to ensure that staff will be available to supervise workers.*
- *If you are unable to be here at the time scheduled, it is your responsibility to call to inform staff and reschedule.*
- *Only time actually spent engaged in work projects may count towards completion of community service hours. Breaks for lunch, smoking, extended or multiple telephone calls, etc. will not count towards community service hours. Please notify the supervising staff when you begin a break or return from one.*
- *Community Service opportunities entail a variety of duties. Please check with staff to see what clothing will be most appropriate for your job.*
- *My Father's House staff will track your community service hours. It is your responsibility to check in with staff when you arrive and check out with staff when you leave so that our records are accurate. If you do not check in and check out, we will not record your hours! Please feel free to request an updated total of hours completed for verification purposes.*
- *If you need for us to report your hours to any individual or agency, it is your responsibility to submit your request to a staff member and provide us with the necessary contact information. Please submit your request 3 business days prior to the date you will need verification.*

Name (First, Last): _____

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____

E-mail: _____

Phone #: _____ **Number of hours to be completed:** _____

* Is your participation in community service mandated by court? Yes No

* Have you ever been convicted of or are you currently being prosecuted for a felony? Yes No

If you answered "yes" to either of the above questions, please list the specific offense(s):

Referring Agency (if applicable): _____

Agency Contact Name: _____ **Phone:** _____

* Disclosure of a felony conviction does not necessarily exclude you from serving at My Father's House.

I understand and agree to abide by the terms outlined in this agreement and have answered all questions truthfully. I understand that failure to comply may result in me being asked to leave the work site and/or becoming ineligible to continue community service at My Father's House.

Signature

Date