



Effective April 1, 2018

Court Ordered Community Service Policy

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

We do not accept court ordered community service applications for any offense related to:

- burglary
 - aggression or violence
 - sex-related crimes
 - weapons charges
 - crimes involving minors
- **We require 15 hours minimum** for community service regardless of requiring less from the court system. Applicants must agree to complete our 15 hour minimum
- Applicants must be at least **16 years old**

Court Ordered Community Service Application Instructions

- Apply for your PA Criminal History report. **This is free for volunteers**
 - available at: <https://epatch.state.pa.us/Home.jsp>
 - **It usually takes 2-3 DAYS to come back to you, not weeks, so check daily for the results**
- Gather the following documents:
 1. PA criminal history report (results from above application)
 2. Letter from court or lawyer stating the original offense and how many hours need to be completed
 3. Court Ordered Community Service Request Form (See next page)
 4. Money Order or check made out to HFHBC

Send 4 checklist items to:

31 Oak Avenue, Suite 100

Chalfont, PA 18914

ATTN: Volunteer Coordinator

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 negatively impacts the accomplishment of daily assignments.

If you have any questions please email volunteer@habitatbucks.org



Community Service Request

Name: _____ Date: _____

Address: _____ City, State, ZIP: _____

Cell Phone Number: _____ **Email:** _____

Gender: M F Charge/Offense (ARD is insufficient) _____

#of Hours required to be completed: _____ Hours to be completed by date: _____

Court Requiring Community Hours: _____

Parole/probation Dept. liaison or attorney name : _____

Phone: _____ Email address: _____

Fax: _____

Signature

Date

Please be advised that this is a request for volunteer service hours with Habitat for Humanity of Bucks County which must be reviewed and approved. Complete and submit this form. If approved, please bring the recording fee of \$25.00 payable to HFHBC on your first day of service.

Failure to appear for scheduled service hours may result in termination of your Service Program.

You must log in and out each time you volunteer so your service hours can be tracked. All requests for service documentation for court appearances must allow a minimum of 5 business days for processing.

All Service Hour Verifications must be requested through email to - volunteer@habitatbucks.org .

It is your responsibility to send this documentation to the court.

For office use only:

Origin date: _____ Assigned: _____ Date to begin: _____

Received payment _____ Date: _____ Check # _____ Cash _____

Verification Letter sent via: Pick up Fax Mail Email completed date: _____

Signed by: _____

31 Oak Avenue, Suite 100, Chalfont, Pennsylvania 18914/ Phone: (215)822-2812 x313 Fax: (215) 822-6086 www.habitatbucks.org

Effective 3/1/2018