



Effective January 2023

Court Ordered Community Service Policy

We are currently accepting Community Service applications for our Langhorne ReStore.
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
 - crimes involving minors
 - weapons charges
 - sex-related crimes
- **We require 10 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

STEP 1 -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 write down your control number & **check daily for the results**

STEP 2- 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. \$25 cash or check made out to HFHBC

Send 4 checklist items to:
539 Jacksonville Road, Suite 100
Warminster PA 18974
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, fails to adhere to our code of conduct, 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 (our minimum 10) _____ Hours to be completed by date: _____

Court Requiring Community Service Hours: _____

Parole/probation Dept., court 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 after you complete your hours. When you have completed your hours, email us to request your letter.**

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: _____