



## REQUIREMENTS FOR MANDATED COMMUNITY SERVICE

Island Harvest accepts court referrals for mandated community service. Candidates for community service assignments must meet the following requirements:

- Only non-violent offenders will be accepted.
- We cannot accept individuals that have been convicted of assault, theft, crimes against property or any related crimes.
- All employees, volunteers and community service workers must adhere to all Island Harvest personnel policies.
- **Court mandated volunteers must provide documentation** of the number of hours they need to complete, the date by which they must complete those hours, and the court issuing the hours **prior to beginning their volunteer assignment.**
- Upon completion of hours, the Food Bank will mail, fax, or email a letter to the court-ordered volunteer or the relevant court indicating successful completion of the program, if required. It is up to the individual to request this paperwork.
- Court mandated volunteers will work alongside staff and other volunteers and must wear work-appropriate clothing. Dress code will reflect the volunteer's job. No slippers, open-toed shoes, or sandals will be permitted. Business professional attire is to be worn in the office.
- Court mandated volunteers will track their hours in a binder at the Food Bank, recording the beginning and end time for each shift.
- Court mandated volunteers that spend time texting, using cell phones, causing disruptions or being otherwise unproductive will not have their hours counted and will be asked to leave.
- Court mandated volunteers that schedule a shift and then fail to appear or call in advance to reschedule will not be allowed to return. Tardiness without a call and unwillingness to perform assigned job will also result in immediate dismissal. They will need to contact the court for a different placement.
- Island Harvest does not have volunteer opportunities that are appropriate for every person or every schedule, and we cannot accommodate all candidates who meet the above requirements.

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