



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.
- 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 appropriate clothing. Dress code will reflect the volunteer's job. No slippers, open-toed shoes, ripped clothing, 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 who 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 who 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 an assigned job will also result in immediate dismissal. The volunteer 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.
- When you sign up for events on Volunteer Hub, you must also sign in on our physical sign in sheets at every event you attend. If you do not sign in, there is no way to track your hours as we go by the sign-in sheets, and then your registration signed up on Volunteer Hub to validate those hours.