



125 Washington St, Newburgh, NY 12550 | (845) 685-7509 x110

**Habitat for Humanity of Greater Newburgh
Court-Ordered/Youth Diversion Program Community Service Requirements**

******All information provided will be kept confidential for Habitat Newburgh use only******

To Whom It May Concern,

Please see the below guidelines for Habitat for Humanity of Greater Newburgh (hereby referred to as Habitat Newburgh or HFHGN) in regard to Court Ordered Community Service (COCS) or Youth Diversion Program volunteers. At Habitat Newburgh, we believe in working with people from all walks of life and supporting our community members. We welcome volunteers who are required to complete community service hours with HFHGN. As we grow our volunteer program, we have developed guidelines for community service volunteers that will be accepted in order to ensure that both Habitat Newburgh and all volunteers benefit from the program.

Please note that Habitat Newburgh reserves the right to deny ANY individual in need of court-ordered/youth diversion program community service hours the ability to volunteer with the organization based on the nature, type and/or specifics of their offense. Habitat Newburgh will not be a party before the specific court that orders the service; therefore, there is no jurisdiction over the organization and the courts cannot order Habitat Newburgh to allow an individual to volunteer with our organization. Individuals will be judged solely by their offense(s) and not by any other means, including, but not limited to: age, race, religion, sexual orientation, or disability.

Habitat Newburgh **will not** accept a volunteer for community service credit who may “be charged, plead guilty to, or have been found guilty of” certain serious offenses including, but not limited to:

- Armed Robbery
- Assault
- Grand Larceny
- Battery
- Kidnapping
- Arson
- Robbery

- Sexual Abuse
- Sexual Assault
- Rape
- Domestic Violence

Habitat Newburgh **will accept**, after receiving the appropriate documentation from the courts/youth diversion officers and determining the individual meets the criteria of volunteering for HFHGN, the following offenses:

- Contempt of court
- Perjury
- Child Support
- Minor Traffic Violations
- License/Tag and Registration Violations
- Minor Drug and Alcohol Violations
- Truancy

Certain offenses will **be considered on a case-by-case basis** as to whether or not an individual will be allowed to volunteer with Habitat Newburgh. Such offenses include but are not limited to:

- Drug Possession
- Drug Sale Offenses
- Violation of Probation
- Disorderly Conduct
- Burglary/Minor Theft

In order to register as a volunteer, all volunteers must sign up via the Habitat Volunteer Portal, which will be shared once reviewed and approved.

In order to begin the volunteer process as a Community Service Volunteer, the Community Service form must be completed and signed by an authorized officer of the court or program stating that the offense of the COCS follows the guidelines of Habitat Newburgh for acceptance.

If a volunteer does NOT notify Habitat Newburgh in advance prior to starting that it is mandated Community Service, Habitat Newburgh will NOT sign any court hours or documents. If a volunteer asks for Community Service hours to be verified and they did NOT notify us in advance, volunteerism with Habitat Newburgh will immediately be terminated and no hours will be verified.

Requests for letters on behalf of Community Service volunteers or time sheets that require signatures must be provided in a timely manner of 24 business hours in advance. No letters or time sheets will be written/signed without advanced notice. Schedules and court dates requiring paperwork must be provided at orientation.

Volunteers, once accepted into our program, must complete volunteer orientation and sign the volunteer handbook in order to start volunteering.

Volunteers must call if they are not able to attend their shift, just like any other volunteer. No call and no show will be considered abandonment of Volunteer Community Service, and the relationship will be terminated. Community Service hours will be signed off on through the date of abandonment.

Volunteers who do not follow the policy and procedures of Habitat Newburgh will be terminated. Community hours will be signed off up to the date of violation of policy/procedure.

Thank you for your understanding and cooperation in this matter.

Sincerely,

***Habitat for Humanity of Greater Newburgh
Volunteer Office***

Phone: (845) 568-6035 x110

Email: Volunteer@habitatnewburgh.org

After reviewing the information above, please complete the form below accurately and email it to volunteer@habitatnewburgh.org.

Court-Ordered/Youth Diversion Program Community Service Request Form

This form must be presented to Habitat for Humanity of Greater Newburgh before starting Court-Ordered/Youth Diversion Community Service in any capacity.

No Community Service may be performed without this form
All information provided will be kept confidential for Habitat Newburgh use only

Name of Court/Program Assigning Service: _____

Community Service Volunteer Name: _____

Date service is assigned: _____ Amount of hours required: _____ DOB (if under 18) _____

Sign off on timesheets required (please check one): [] yes [] no

Reason for Community Service (please check one):

___ **Contempt of court**

___ **Perjury**

___ **Child Support**

___ **Minor Traffic Violations**

___ **License/Tag and Registration Violations**

___ **Minor Drug and Alcohol Violations**

___ **Truancy**

___ **Drug Possession**

___ **Drug Sale Offenses**

___ **Violation of Probation**

___ **Disorderly Conduct**

___ **Burglary/Minor Theft**

___ **Other (please state charges or exact offense):** _____

Court/Probation officer of contact:

Contact information: (please circle one) **phone or email:**

By providing this form I attest that all requirements of Habitat for Humanity of Greater Newburgh for Court Ordered/Youth Diversion Community Service Volunteers have been met.

Signature of Court/Probation Officer

Date

Printed name & Title

Signature of Community Service Volunteer

Date