

Court-ordered Community Service Addendum



Habitat
for Humanity®
of East Polk County

Court-ordered community service volunteers are welcome at Habitat East Polk, provided that they meet background check requirements. We are unable to accommodate community service hours for persons convicted of violent felonies, offenses against minors, or offenses of a sexual nature; other felonies and crimes against property may be accepted at the discretion of the Executive Director.

It is the volunteer's responsibility to pay for a background check and supply court paperwork for approval. Court-ordered community service volunteers must complete their hours at our ReStores; community service cannot be completed on construction sites.

Our onboarding process for court-ordered community service volunteers can take up to ten days. It is your responsibility to make sure you have enough time allotted to complete both onboarding and your mandated hours; we are unable to accommodate last-minute requests or schedule extra shifts for you to complete your hours.

To register for court-ordered community service at Habitat East Polk:

- Complete the volunteer profile in the volunteer portal (CERVIS)
- Under "Profile Management", select "Upload File Attachments" and upload a pdf copy of your court-provided paperwork
- Your information will be reviewed by the Community Engagement Manager and Executive Director
 - **You will be required to pay for your background check;** you will receive an email with a link to pay, after which you will receive an email with details to complete the check.

Upon approval, you will be able to sign-up for ReStore volunteer shifts. Any specific service verification forms must be uploaded into the volunteer portal for completion.