

Community Service Application



Today's Date: _____

Court ordered community service volunteers must be 18+ years of age

Name:		
Address:		
City:	State:	Zip:
Best Phone #:		
Email:	Date of Birth:	
Have you ever been convicted of a felony?		If yes, please explain:
<input type="checkbox"/> Yes <input type="checkbox"/> No		_____
Tasks during your volunteer time could include facility maintenance, such as cleaning bathrooms, or warehouse work, such as moving product.		
Do you have any physical limitations that might inhibit certain tasks?		If yes, please explain:
<input type="checkbox"/> Yes <input type="checkbox"/> No		_____
<i>Court Info:</i>		
Number of hours needed:	How were you referred to Giving Children Hope?	
Which Court is managing your case?		Case #:
<i>Reference & Emergency Contact Information</i>		
Name:	Relationship:	
Home Phone:	Work Phone:	

Community Service Volunteer Procedures:

1. Community Service hours **MUST** be scheduled in advance. **No** walk-ins are accepted.
2. Court Paperwork **MUST** be brought in at the Community Service Interview, before any hours can be scheduled.
3. Community Service Volunteers **MUST** reschedule hours at least 24 hours in advance and are expected to show up on time as scheduled. Three tardies and/or missed appointments will result in termination from GCH's program.
4. To obtain confirmation of hours, you **MUST** give the Front Office Coordinator one (1) business day's notice.
5. Failure to comply with all Code of Conduct standards as shown on the reverse of this form will result in termination from our program.

(Continued on Reverse)

Please thoroughly review our Community Service Volunteer Code of Conduct

1. Be on time and reliable as scheduled. Notify the Front Office Administrator (at least one day in advance) if you are unable to keep your schedule.
2. The use of alcohol and/or illicit drugs is strictly prohibited prior to or during the hours served at *Giving Children Hope*. If violated, you will be escorted off property and the courts will be notified. Please no smoking except in designated areas.
3. Our Dress Code: Be comfortable and modest! Closed-toe shoes must be worn at all times.
4. Be sure to turn off or put in silent mode any cell phones or mp3 players. Refrain from using cell phones until on a break or standing outside away from the work site.
5. Refrain from obscene or offensive language or conversations while on the premises. Be respectful of staff members who are focused on their work. No shouting or screaming is allowed in the work area.
6. Be aware as you walk around the area to avoid stationary or moving pallet jacks or forklifts.
7. You must inform your project leader before leaving or taking a break.
8. You must stay in your assigned work area unless a member of the staff instructs otherwise. Leave your work area clean for the following shift.
9. Throw away any trash or recyclables in properly marked containers.
10. Individuals completing Community Service hours are welcome to use the lunch room. If storing your own food in the refrigerator, clearly label your belongings and respect the belongings of others. Clean up after yourself and wash your dishes before you leave.

GCHope Volunteer Hours:

Monday: 8:30am-12:00pm, 1:00pm-5:00pm

Tuesday – Friday: 8:00am-12:00pm, 1:00pm-5:00pm

GCHope Contact Information:

8332 Commonwealth Ave., Buena Park, CA 90621

To schedule: Contact Laurette at (714) 523-4454 or lzapata@gchope.org

I agree to hold harmless Giving Children Hope, in case of an accident or injury to myself, or others. I understand that I am not employed by Giving Children Hope, and all of my time is served as a volunteer.

I have read and understand the guidelines stated above and I voluntarily sign this application.

Applicant Signature: _____ Date: _____