

## GUIDELINES FOR COMMUNITY SERVICE

**When working at Habitat for Humanity, Community Service Workers must agree to the following:**

1. Prior to signing in for work, you must inform the Manager or Site Supervisor of any physical limitations.
2. In order to receive credit for time worked, you must sign in with the Store Manager or Site Supervisor when you arrive and sign out when you take a lunch or leave for the day. If you should leave the premises you will be considered signed out for the day.  
**Only work done by the Community Service Worker will be counted.**  
**You are allowed a 15 minute break after two hours work**  
**You are allowed a 30 minute break after four hours work**
3. No harassment, fighting or inappropriate language is to be used on premises.
4. Only the Store Manager or Site Supervisor will assign tasks and you are to report to the Manager when you have completed the task.
5. Only family or friends who are pre-approved to volunteer by managers will be permitted at store or work site.
6. **You must be of legal age to smoke.** Smoking is not allowed inside the Thrift Stores, trucks, outside concrete pad area, or at a donation or delivery site.
7. Appropriate dress is required for everyone; shirts must be worn at all times, closed toed shoes are recommended, no tank tops, no halter-tops or shorts below the waistline or above fingertips in length and also no t-shirts with improper sayings on them.
8. Refrain from the use of cell phones, headphones or hand held games while working on site.
9. No personal phone calls may be made or received when working at the Thrift Store.
10. Do not engage in any transaction involving money, merchandise, tools, or material unless authorized by a Manager or Site Supervisor.
11. School age children will not be permitted to work on school days except when it is considered a school-sponsored work assignment.

**Habitat will not be responsible for any children left at the store before or after closing hours. Habitat will not be responsible for children at any work site or any children unsupervised by an adult.**

**I have read and will abide by the guidelines set forth for my community service hours while working for Habitat for Humanity.**

**I understand I will keep up with my hours by logging in at each work site. I also understand these hours must be recorded and approved by the Volunteer Coordinator before a letter of completion is returned to the appropriate worker or agency. I understand I may be asked to help with pick ups and deliveries.**

**Community Service Worker: \_\_\_\_\_ Date: \_\_\_\_\_**

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Under18 must have parent's signature: \_\_\_\_\_

**Fill in this portion only if your child has permission to ride in the truck and help with pick ups or deliveries**

My child \_\_\_\_\_ has my permission to leave the store with an authorized staff member to ride in the truck. I understand that my child will be helping the driver load and unload furniture and other merchandise for sale in the store. My child will not be left alone at any time and will only go to those locations on the daily log for pick ups, deliveries, or to the scrap yard. Should I need to contact my child in case of emergency, Habitat will be able to contact the truck by cell phone or calling locations on the log.

I hold Habitat for Humanity of Lake County blameless in case of accidents.

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager or Site Supervisor: \_\_\_\_\_