

Community Service Hours Registration Process

All community service volunteers need to provide the required documentation for their organization (high school, court system, etc.) prior to your first day of volunteering. Please contact our Volunteer Engagement Coordinator at engage@habitatect.org or 860-442-7890 ext. 215 to get started.

You must complete the following steps to volunteer.

1. Register to Volunteer:

- go to www.habitatect.org
- click the Volunteer Up link in the top right corner
- Register and create a profile. You will be prompted to read and electronically sign a waiver.

2. Complete the Volunteer Training:

- View training materials online at habitatect.org/volunteer/volunteer-training-resources/

3. Submit Documents:

- Before you schedule your first day of volunteering, please submit your paperwork to the Volunteer Engagement Coordinator at: engage@habitatect.org.
 - **Community service hours:** submit your school or other organization's community service paperwork. If no paperwork is available, please send an email that explains your requirements and your intentions.
 - **Court ordered community service:** submit Habitat's Court Ordered Community Service Registration Form and required support documents.
- The coordinator will contact you once your paperwork is received to set up your first volunteer shift.

4. Sign Up to Volunteer:

- After you've been approved, you can sign up for your first shift by going to www.habitatect.org
- click the Volunteer Up link in the top right corner.
- Go to the calendar and click the day and location that you set up with the volunteer coordinator.
- Choose your shift, email reminder, and click "sign up"
- Volunteers must sign up online at least 24 hours in advance of volunteering for any activity.
- If you cannot make your shift, you must cancel your sign up by logging into Volunteer Up and canceling your shift. Scheduled shifts do not count towards completed hours, only hours worked and captured in the system count towards completed hours.
- You may only clock in and out once per day, leaving for an extended break or returning for a second shift will erase the first shift.

Tracking Volunteer Hours

It is the responsibility of each individual volunteer to sign in and out each day when arriving and just before leaving. Otherwise, your hours will not be recorded, nor can they be entered afterwards.

Track your own hours:

- Go to www.habitatetect.org
- Click on the volunteer up link in the top right corner
- Log in to your account
- Click “My Info” from the top menu
- Choose “Volunteer Hours”. Here you will be able to choose the date range you would like to view to track your current hours.

Self-service hours verification:

- Select the date range of hours you’d like to document.
- Print the whole page to include the Habitat logo and contact information for verification.

To request a formal Letter of Acknowledgement:

- All hours must be completed at the time of request.
- Send an email request at least three business days in advance of when you need the letter.
- Letters will be mailed or emailed from our administrative office, ONLY.
- Please contact our Volunteer Engagement Coordinator at engage@habitatetect.org or 860-442-7890 ext. 215 to formally request your letter.



We build strength, stability,
self-reliance and shelter.

Court Ordered Community Service Registration Form

First Name: _____ Last Name: _____

Probation/Parole Officer's name and phone number: _____

You must provide Habitat with a copy of your court order. In the event no court order is available, a letter from the court clerk or your attorney will be accepted, along with the following details:

- Offense with which you are charged
- Number of hours required
- Date by which hours must be completed
- Court ordering the service

Please describe any limitations of what you are not allowed to do based on the terms of your probation. *Court ordered volunteers are not permitted to use the register, schedule pickups, or conduct pickups of donated merchandise.* _____

Volunteer Signature: _____ Date: _____

Tracking Volunteer Hours

It is the responsibility of each individual volunteer to sign in and out each day when arriving and just before leaving. Otherwise, your hours will not be recorded, nor can they be entered afterwards.

Track your own hours:

- Go to www.habitatconnect.org and click on the Volunteer Up link in the top right corner.
- Log in to your account and click "My Info" from the top menu.
- Choose "Volunteer Hours". Here you will be able to choose the date range you would like to view to track your current hours. You can print this page for your records.

Self-service hours verification:

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Building better futures by empowering families and eliminating barriers to stable affordable homeownership.

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