



# Court Ordered Community Service Notification Form

*This page is retained by the site leader and turned into the office with sign in sheets and waivers.  
The second page needs to be kept by the Volunteer.*

All Court Ordered Community Service (COCS) Volunteers need to fill out this form and turn it in the first day they volunteer.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Are you currently on probation?  Yes  No

Are there any limitations on what you are allowed to do based on your conviction?  Yes  No  
If yes, what? \_\_\_\_\_

Amount of Hours to be completed with Habitat for Humanity of Eastern Connecticut: \_\_\_\_\_

What was your offense / what were your offenses? \_\_\_\_\_

Probation/Parole Officers Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Habitat for Humanity of Eastern Connecticut is happy to have many different roles to volunteering. Some volunteering roles may be limited based on the crime you were accused/convicted of.

*No court ordered volunteers are permitted to use the register, schedule pickups or conduct pickups of donated merchandise.*

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site / ReStore Leader Signature

\_\_\_\_\_  
Date

As a court ordered community service volunteer, you are required to notify your site and/or ReStore leader of the following information on the first day that you volunteer by submitting this form to them. If you do not submit this form, Habitat for Humanity of Eastern Connecticut will not sign or provide a community service hour acknowledgment.

To check the progress of your hours or for printable documentation:

- Go to [www.habitatconnect.org](http://www.habitatconnect.org)
- Click on Volunteer UP
- Log in
- Choose My Info in the top of the page
- Choose to see Volunteer Hours

Here you will be able to choose the date range you would like to see and print the corresponding hours. Volunteers enter these hours into the system. At times, there is a delay with the hours being inputted into this system, based on workload and the volunteers' availability. Please be patient with us in these times.

To receive a formal letter of acknowledgement for volunteer hours contributed, please contact Volunteer Relations at [volunteer@habitatconnect.org](mailto:volunteer@habitatconnect.org) or 860-442-7890 x 215. Letters will be emailed or left to be picked up by the Volunteer. Your letter request must be made after your hours are complete. **Please allow for at least one week after your hours are complete and your request has been made for the letter to be created.**

All court ordered volunteers **must** also complete the following three steps to volunteer.

**Sign Up to Volunteer -**

- go to [www.habitatconnect.org](http://www.habitatconnect.org)
- click the Volunteer UP link in the top right corner
- Log In or Register if you are new to this system
- Return to the Calendar
- Click the day that you would like to volunteer in the column for the project you would like.
- Choose the shift, email reminder and team name.
- Click "sign up"

**Waiver** - Fill out and sign a volunteer waiver. Turn this in the first day you volunteer. Waivers can be printed at [www.habitatconnect.org/volunteer](http://www.habitatconnect.org/volunteer)

**Training** - View training online at [habitatconnect.org/volunteer](http://habitatconnect.org/volunteer).

Volunteers must sign up online at least 24 hours in advance of volunteering for any activity.

It is the responsibility of the volunteer to sign in when they arrive and out just before leaving each day. Any hours that the volunteer does not sign in and out for cannot be recorded or verified.

These requirements pertain to any volunteer seeking to do volunteer work with Habitat for Humanity of Eastern Connecticut due to any type of legal matter, including but not limited to if you have been charged with a crime, are on probation, or are simply recommended by your lawyer to do volunteer work before your court date.