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| Court Name Here | **Community**  **Service**  **Hours** | Case No.: |
| 123 Main St. | Case Manager: |
| Ste. 100 | Defendant: |
| Anytown USA, 12345 | Hours Required: |
| Phone #: (123)-456-7890 | Due Date: |

Please fill in the information below. Include a contact phone number for the organization you are volunteering and have a representative sign when you have completed those hours. If more rows are needed, please attach another copy of this form and continue filling in the information.

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Place/Organization** | **Description of Activity** | **# of Hours** | **Organization Phone No.** | **Organization**  **Signature** |
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| **Total Hours:** | | |  | **Total Required Hours:** |  |
| To verify defendant’s participation, please call the organization’s phone number. | | | | | |

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Volunteer/Defendant Name – Printed Volunteer/Defendant Name – Signature Date

Once hours are complete, submit to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please submit (please circle): In Person Via Email

**Extra tips:**

Please keep in mind if you are sending Juveniles to complete volunteer/ Community Service Hours, they may be more limited on their opportunities. It is important to keep juveniles safe and consider their access to transportation. Some organizations work to rehabilitate ex-convicts and reintroduce them to the work force and may not be appropriate. It is also important to keep both juveniles and adults in public/visible areas and not in one-on-one settings.

Courts and probation departments across the country rely on online courses to complete Community Service Hours. These resources are especially important in rural areas, for juveniles, for those with a limited transportation, and for parents without adequate child care.

Make clear what your court or probation deems as acceptable service hours. You can also have the defendant pick from a list of pre-approved volunteer organizations or request approval for anything not already listed.

**Where to find volunteer opportunities**

* Good Will
* Local Humane Society
* Local Habitat for Humanity
* Juvenile’s high or middle school (i.e. football concessions and sporting events)
* Soup Kitchens
* Search the name of your town or city along with “Volunteering” or “Volunteer Opportunities”
* Many libraries have a list of volunteer opportunities
* Local Hospice organizations
* For ideas in your area, visit: [www.VolunteerMatch.org](http://www.VolunteerMatch.org). You can set filters to match your needs. You can find opportunities that are good for teens and set other parameters such as “In-Person” or “Virtual”
* Online education classes
* Written essays

**Add logos, contact, etc.**