

Court Ordered Community Service Policies and Procedures

YWCA Delaware will consider volunteer opportunities for individuals with court mandated service hours on a case-by-case basis. We reserve the right to deny any court-ordered individual the opportunity to volunteer with the YWCA Delaware based on nature, type and/or specifics of their offense and the need for volunteer services.

Potential volunteers must provide written documentation from the court, probation officer and/or their attorney stating number of hours required and by what date, as well as the specifics of the offense. YWCA Delaware will not accept a volunteer for community service with certain serious offenses including but not limited to:

- Violent Offenses
- Armed Robbery
- Assault and/or Battery
- Aggravated Assault (assault with a weapon)
- Arson
- Kidnapping
- Robbery
- Statutory/Sexual Offense
- Burglary or theft

Additionally, if after a reasonable amount of time served it is determined that the volunteer is not fulfilling their obligation, YWCA Delaware reserves the right to release them from their commitment. Their probation officer will be advised immediately upon separation.

Court Ordered Community Service Approval Process

NOTE: please allow up to 10 business days from the date of application for the review process to be completed.

1. Complete and return a Community Service Application
 2. If a need exists for the Community Service, YWCA Delaware will contact the applicant and schedule an interview.
 3. The applicant will be notified if they have been accepted.
2. Approved applicants must submit the following documentation via fax, mail, email or in-person before your first volunteer day:
- paperwork from probation officer, court, or attorney stating individual's name
 - specific offense(s) committed,
 - number of hours required,
 - time limit to complete court ordered hours,
 - name and contact information of the probation office or attorney.
3. Once hours are complete, the timesheet provided by the court must be turned into the Manager, who will then provide a validation letter within 2 weeks. It will be written on official letterhead stating how many hours were completed and in what capacity (i.e.: program and assignment).

Court Ordered Community Service Application

Name: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Do you have any medical conditions that could limit your volunteer ability? _____

Education: _____ Current Employer: _____

Court Ordered Hours

Number of hours needed: _____ Completion deadline: _____

Will you need written confirmation of hours served from YWCA Delaware? ___ YES ___ NO

Description of offense (**required**): _____

Date of Conviction: _____

Availability

What hours are you available to volunteer on a weekly basis? _____

Case Worker/Probation Officer

Name: _____ Phone: _____

Address: _____ Email: _____

Agreement & Signature

I hereby certify that all entries on this application are true. I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any service to YWCA Delaware. I understand that information is subject to verification and I consent to criminal history background checks. I also consent to employers and education institutions listed being contacted regarding this application. I further authorize YWCA Delaware to reply upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated on a need-to-know basis for good cause shown as determined by YWCA Delaware.

Name (printed): _____ Signature: _____

Date: _____