



Court-Mandated Community Service Volunteers

The NH Food Bank accepts volunteers performing court-mandated community service.

Volunteers who are performing court-mandated community service must disclose the nature of their conviction to the Volunteer Coordinator and/or any other staff member of the NH Food Bank. **Effective March 1, 2013, the only acceptable form of disclosure is a current certified copy of the State of New Hampshire Criminal Offender Record.** The report must have been generated no more than 10 business days prior to the date of application. Any costs associated with obtaining this report are the responsibility of the applicant. This report can be obtained at the New Hampshire Department of Safety, Division of the State Police, 33 Hazen Drive, Concord, NH.

The NH Food Bank *will not* accept volunteers who have been convicted of violent crimes, crimes of a sexual nature, theft, burglary, drug sales, or identity theft crimes.

The NH Food Bank reserves the right to decline any volunteer or to limit which days or hours a volunteer can work.

All court-mandated volunteers must complete, sign, and submit all registration and liability forms including a current State of New Hampshire Criminal Offender Record a minimum of 3 days prior to performing any service.

The NH Food Bank may establish pre-conditions for a court-mandated volunteer to work, and reserves the right to dismiss a volunteer at any time during their scheduled time.

Court-mandated volunteers are responsible for tracking their own hours. Any paperwork to be signed must be brought to the NH Food Bank to be signed upon completion of the hours worked each day.

Hours for court-mandated community service: Monday thru Friday, 9am-1pm.

Proper dress & close-toed shoes are required; any volunteers failing to arrive in such will be sent home without completion of hours.

It is not the responsibility of the NH Food Bank to accommodate court-mandated community service volunteers who wait until the last minute to fulfill their obligation. No exceptions will be made to this policy.

**Contact our Volunteer Coordinator, at (603) 669-9725 x1131 or
Volunteercoordinator@nhfoodbank.org for more information.**

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POLICY FOR COURT-MANDATED COMMUNITY SERVICE

The New Hampshire Food Bank distributes food to agencies throughout the state. We engage volunteers of varied ages and backgrounds in hands-on experiences that support The New Hampshire Food Bank and its member agencies. The following guidelines enhance the safety of all volunteers, while providing an opportunity to learn about hunger in our state. The New Hampshire Food Bank's intent is to provide a safe, productive, and rewarding experience for all volunteers.

The New Hampshire Food Bank requires that all volunteers disclose the reason for service and, if their service is court-mandated, provide documentation demonstrating the terms of their service. In some cases, oral confirmation from a parole officer or case worker may be accepted in lieu of a written document. This is on a case by case basis and is at the sole discretion of the Volunteer Coordinator. Proper documentation includes the date/time of the offense, officer or official's name, client's full name, case/docket number, charge(s) and terms of parole, probation or service. Court-mandated individuals may not complete service hours until this documentation is received in advance. If at any time it is found that documentation is found to be fraudulent, we will not provide any documentation of any hours served.

Documentation Requirements for Court-Mandated Volunteers:

- Documentation must be completed before service hours begin
- Disclosure must include past and previous convictions
- The New Hampshire Food Bank reserves the right to accept or reject any applicant for any reason or make alternate placements based upon this term of service disclosure
- The New Hampshire Food Bank reserves the right to confirm this disclosure with the court system, town hall and/or parole officer
- All paperwork, including this disclosure statement will be treated as confidential by Food Bank personnel
- We will recognize the volunteer's right to privacy and will not disclose any information about him/her to an outside source without prior written consent, unless otherwise required by law

The New Hampshire Food Bank will not place volunteers assigned service hours for offenses that may in any way endanger the safety of other volunteers and staff or the security of the facility. While The New Hampshire Food Bank recognizes and appreciates the service of all volunteers including those with mandatory hours, our priority is to protect and safeguard the mission, name and productivity of our organization.

Restrictions of Service of Volunteers

The New Hampshire Food Bank cannot place volunteers who:

1. Are currently charged with or have been convicted of a violent crime
2. Are currently charged with or have been convicted of a sex crime
3. Are currently charged with or have been convicted of theft or burglary
4. Are currently charged with or have been convicted of drug sales

The New Hampshire Food Bank reserves the right to make discretionary choices about the placement of individuals charged with other crimes.

We do not allow volunteers to take any of the products from the Food Bank. Please do not ask about taking food. If you are caught stealing you will be prosecuted to the fullest extent of the law. You may only eat the food left for the volunteers on the break area table. Do not take food from anywhere else.

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Please observe all posted rules. For example, NO SMOKING. You may smoke outside away from any open doors. If you are under the age of 18, you may not smoke on Food Bank property.

Treat agencies, volunteers and staff with respect. Do not use offensive language while at the New Hampshire Food Bank. No exceptions.

YOU MUST REMAIN IN THE DESIGNATED WORK AREA AT ALL TIMES. The only exception to this is scheduled break times and use of the lavatory. Individuals found wandering from the work area or in other unauthorized areas of the building will be terminated and escorted from the property. Documentation of hours performed will be forfeited.

Appropriate attire is required. No offensive clothing or visible tattoos, no dangling jewelry, open toe shoes or tank tops are allowed. There are no exceptions to this policy.

Any illicit materials including but not limited to weapons, alcohol, and/or narcotics within the premises is strictly forbidden.

Volunteers are NOT allowed to use the forklifts or power pallet jacks or other powered equipment. Please ask permission to use manual pallet jacks.

Cell phone/head phone use of any kind is prohibited while in the warehouse. Cell phones/head phones may only be used during breaks and/or lunch in the designated break areas. Backpacks, purses, handbags or bulky jackets are not permitted in the warehouse. These items must be left in the lockers in the break area or in your vehicle. We are not responsible for lost, damaged or stolen personal items.

If you feel like there is nothing to do, ASK a staff member for a project. You are here to work. We do not want you to be wandering around.

YOU are responsible for tracking and performing YOUR community service hours. All time notations need to be true: only sign in at that time you show up and sign out at the time you finish. These will be checked. If it is found that the times are not accurate you will be warned once. Future violations will result in a termination of your Community Service hours for the New Hampshire Food Bank and any hours completed will be forfeited.

Documentation/Tracking of Hours:

- Documentation of hours for any purpose is taken directly from The New Hampshire Food Bank's sign in sheets and Daily Logs. It is the responsibility of the volunteer to make sure that they sign in and out from every shift and that a staff member signs the Daily Log to confirm each shift. Hours will not be confirmed if a staff member did not sign off on the time sheet
- We recommend that all volunteers who need documentation keep a separate record of their hours. This is particularly helpful during times with no available work, performing service at another agency or when assisting at an off-site event or project. As with in-house service hours, a staff member should sign off for any hours completed off-site.
- Any requests for additional hours beyond the standard shift must be made in advance and approved by the Volunteer Coordinator. Under no circumstance will credit be given for hours not worked. Any request for such an arrangement will result in immediate termination and forfeiture of any accrued hours. NO EXCEPTIONS.

PLEASE FILL OUT COMPLETELY

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Total service hours _____ Completion Date _____ Date Assigned _____

Charge/Violation _____ Case/Docket # _____

Court Location _____ Probation Officer _____

List any previous convictions, misdemeanors, felonies, arrests, or probations (required):

Documentation of hours will be provided to the volunteer only. It is the responsibility of the individual to present the evidence to the court or official. We will not assume the responsibility to mail or fax these forms on behalf of the volunteers.

If you feel like there is nothing to do, ASK a staff member for a project. You are here to work. We do not want you to be wandering around.

Above all else please note that the NH Food Bank is happy to have you complete your service hours with us but we reserve the right to terminate your service here if it is determined that you have violated any of the above guidelines. If you have any questions about the rules while you are here at the Food Bank please ask a staff member.

I certify that I have read and understand the guidelines contained in The New Hampshire Food Bank's Policy for Court-Mandated Community Service. I intend to follow the above guidelines and understand that my continued service and complete documentation will be contingent upon my ability to work productively and safely within these guidelines. I certify that the above information is true, accurate, correct and complete. I give The New Hampshire Food Bank authorization to verify any and all information provided with any appropriate court system or resource.

Legal Signature

Date

Printed Name

Policy on Use

Every volunteer required to sign will be provided with a copy of the completed form upon request. Volunteers are encouraged to review or have it reviewed in order to ensure their understanding and comfort with these guidelines. In addition, in order to ensure that this form is understood by every volunteer, The New Hampshire Food Bank's Volunteer Coordinator will review this document with all those required to sign.

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