**REQUIRED COMMUNITY SERVICE POLICY**

**Who may do required community service with the GMHFH ReStore?**

* Those with court-ordered hours from Mecklenburg County – both assigned and unassigned.
* Those with hours outside Mecklenburg County under certain circumstances.
* Certain charges are an automatic disqualification for any individual interested in completing community service at the ReStore including, but not limited to: disorderly conduct, larceny, theft, uttering, forgery, breaking & entering, assault, felonies, weapons-related charges and any violent offenses.

**What does someone need to do in order to perform community service at the ReStore?**

* Community Service volunteers will be expected to regularly lift up to 50 lbs. during their shift and must willing to do so/can do so safely.
* Provide a physical letter on letterhead from either the court or lawyer stating your offense, the number of hours needed to be performed, and when they need performed by.
* The Volunteer Coordinator will review your charge and will give approval for you to complete your community service in the ReStore.
* Once approved to volunteer with us, you will need to:
	1. Schedule a Meet & Greet with the Volunteer Coordinator.
	2. Prior to the Meet & Greet, create an account through our online volunteer website: <http://habitatmatthews.galaxydigital.com/>
	3. Prior to the Meet & Greet, complete the online portion of the orientation, including the quiz at the end: Orientation: <http://prezi.com/view/DngZqtYsg771NC061MQS/> Quiz: <https://docs.google.com/forms/d/e/1FAIpQLSfrhqoeUlLhFgHj-g-pmvai8EF_b8-_mozZ7kRQXldMQ7Eraw/viewform>
	4. After the Meet & Greet, the Volunteer Coordinator will make sure your account is in order and you have signed your waiver. Once everything is in order, the Volunteer Coordinator will approve your account, enabling you to sign up for shifts through our online system. <https://habitatmatthews.galaxydigital.com/>

**How will we verify your community service hours?**

* All volunteers will keep track of their hours in two ways. 1. By signing in to their shift on the kiosk across from the cash register 2. By filling in the provided paper time sheet.
* The paper time sheet will need to be completed by the volunteer after each shift, including initials from management or staff to verify the volunteer hours.
* Once hours are complete, there are two ways you can get a letter of verification: 1. Send an email to the Volunteer Coordinator requesting one. 2. Return the hours tracking sheet to the Volunteer Coordinator who will provide a verification letter.
* Volunteers can select to have their verification letter mailed, emailed or picked up at the ReStore within three (3) ReStore business days.
* You are welcome to make a copy of your timesheet for verification.

**What are the Volunteer Shifts for the ReStore?**

* The ReStore is closed on Sunday & Monday.
* The volunteer shifts are Tuesday-Friday morning from 10am-1:30pm and afternoon from 1:30pm-5pm, and on Saturday from 9am-1pm and 1pm-5pm. The system is set up to have two volunteer slots for each shift,
* All shifts are on a first come first serve basis. You MUST sign up for each individual shift through our online system in order reserve a volunteer spot. Please note: You cannot just show up to volunteer.

**Important Policy Information –READ CAREFULLY**

* If you sign up for a shift, we are expecting you to be there. You must notify the Volunteer Coordinator with an explanation if you are unable to make your volunteer shift. There will be ONE exception made for absence, otherwise you need to be here when scheduled. If you no-show for a shift or have multiple absences, we will kindly ask for you to be reassigned or to find another place to volunteer.
* The volunteer must work the entire scheduled shift in order to receive credit for volunteering each day. If you leave early or without permission, your hours will NOT be counted for that shift.