



# Community Service (Court-Related) Application and Policies

## Personal Information

First Name:	Middle Name:	Last Name:
Phone Number:	Race: <input type="checkbox"/> African American <input type="checkbox"/> Native American <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Caucasian <input type="checkbox"/> Multi-Racial/Other	Birthdate:

## Charge Information

Total Hours Needed:	Description of current charge: <i>(reason for needing hours)</i>
List all past charges:	
Name of PO/Judge/Attorney: <i>(whoever you are turning these hours into)</i>	
Phone Number of PO/Judge/Attorney:	

## Emergency Contact Information

Name:	Phone Number:
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## Policies and Procedures:

1. RIFA will accept a limited number of Community Service Workers each day. These spots must be reserved by contacting the Volunteer Coordinator.
2. Shifts are available Monday-Friday. On rare occasions, the Volunteer Coordinator may approve a shift on the weekends, but this **must** be approved in advance. RIFA does not accept workers who arrive late for their shift. You must sign in for your shift **before** working in order for your hours to be counted.
3. The minimum age for court appointed volunteers is 16 years old. Volunteers under the age of 18 **must** have this form signed by a parent or legal guardian. Volunteers age 16 and under **must** be accompanied by an adult.
4. Bags, backpacks, and purses are not allowed in the warehouse. Please leave these items at home, or in a locked vehicle. If you need your phone, keys, or other items, you must keep them on your person.
5. Volunteers with any of the following charges (past or present) are not eligible to complete their hours at RIFA:
  - a. Any crime against children
  - b. Physical assault
  - c. Any sexually based offense
  - d. Cruelty towards animals
6. Volunteers are not to be on their cell phone while completing volunteer hours.
7. At no time should you be in an area at RIFA, either after hours or when there is no RIFA staff person present in that area.
8. Any RIFA staff member is authorized to dismiss you if you do not follow directions given by any other staff member. Staff members also have the authority to ask you not to return for work on subsequent days.
9. Breaks are only at the discretion of staff members. You must ask permission before taking a break. Smoking is only permitted in the designated area outside of the Food Bank on the side of the building.
10. You can request a letter to verify your hours from the Volunteer Coordinator at the end of your service. You are responsible for giving the letter to your parole/probation officer or judge in your case. RIFA is not responsible for the time served if you lose the letter and will not re-issue letters.
11. You must sign in legibly on the sign-in sheet so that staff can read your name. Failure to sign in legibly could result in you not getting credit for your hours.



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12. Food safety is of the utmost importance at RIFA. You are **required** to notify the Volunteer Coordinator if you have experienced any of the following symptoms in the last 24 hours: diarrhea, vomiting, jaundice, sore throat with a fever, infected or exposed wounds, cuts, or boils.
13. The RIFA CSW dress code must be followed:
  - a. Button-up or solid color shirt with no offensive writing, images, or logos.
  - b. Long pants without holes in them.
  - c. No under garments should be showing.
  - d. Pants must be worn at the waist with a belt.
  - e. No excessive jewelry is to be worn.
  - f. No low-cut shirts, please be modest in your dress.
  - g. **Closed-toed shoes are required. No exceptions!**
14. If you wish to purchase something from the Thrift Store, you must do so when not on duty for Community Service.
15. If you are applying for assistance from RIFA, you must do so when you are not on duty for Community Service.

**Violation of the following policies will result in dismissal. You will be asked to leave immediately and you will not be eligible to receive credit for your hours worked or volunteer at RIFA again.**

1. Everyone you come into contact with should be treated with respect – other volunteers, RIFA staff, Food Bank visitors, clients, and anyone else. Harassment of any kind will not be tolerated.
2. No weapons are allowed on RIFA premises.
3. No drugs or alcohol allowed, and no volunteers may be under the influence of alcohol or drugs.
4. No altering hours on your time sheet or the sign-in book.
5. No taking of any object, food, supplies, or tools, from the warehouse (even if it is going to be thrown away).

## Waiver

I understand that it is prohibited for me to remove any RIFA product from the warehouse or offices for any personal use. I give RIFA permission to conduct a background check on me prior to or during my volunteer service. I understand that volunteer service is at will and can be terminated, for any reason, or for no reason at all, and with or without advance notice, at any time by RIFA or by the volunteer. I understand that as a volunteer for RIFA, I may be involved in physical activities that have a potential risk of injury. I assume this risk. I agree that I will perform activities that I am comfortable doing and follow all instructions. I hereby release and discharge RIFA and its employees, directors, officers, partners, agents, and volunteers from any claim, demand, or cause of action that may be asserted by or on behalf of me as a result of my volunteering for activities through RIFA. I agree to be responsible for my behavior and to indemnify and hold harmless RIFA, its employees, directors, officers, partners, agents, and volunteers from any damages or liabilities arising out of my activities as a volunteer through RIFA. I, the undersigned, hereby irrevocably consent to the unrestricted use by RIFA and/or its clients, customers, successors, and assigns and those acting under its authority, and those for whom it is acting, the absolute right, for as long and as often as they may elect, to copyright and/or use and/or publish any media pictures of me and in which I may be included in whole or in part, whether such pictures may be retouched, otherwise changed in character or form, or included as part of a composite picture in conjunction with my character or form, or included as part of a composite picture in conjunction with my own or fictitious name or reproductions or versions thereof in color otherwise, made through any media for art, advertising, trade, or any other lawful purpose whatsoever. I hereby waive any right to inspect or approve the finished photograph, advertising copy, or printed matter that may be used in conjunction therewith, or to the eventual use that it may be applied. In conjunction with the foregoing, I hereby release and hold harmless RIFA and each of the above from all liability.

**By signing below, I acknowledge that I understand and will abide by the policies listed above, and that all the information I provided regarding my identity and charge is true.**

Volunteer Signature:	Date:
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**If you are under 18, a parent or legal guardian must sign this waiver.**

Parent/Guardian Name:	Parent/Guardian Signature:
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For office use only: (initial & date) _____ TNSOR Screening Complete _____ NSOR Screening Complete _____ FR Screening Complete
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