

## COMMUNITY SERVICE GUIDELINES

- New community service workers must come Monday through Friday between the hours of 8a and 5p. Make sure they have filled out the proper paperwork before they start.
- After workers are established, and approved (worked a few times, and are good workers) they may stay later in the evening until 10p. NO LATER
- **Female community service workers may ONLY work Monday through Friday 8a through 5p. This is a new policy.**
- Community service on the weekend is not allowed during events unless they have been approved previously.
- Community service workers MUST sign in and out of the Service Log Book located in the office, otherwise the hours will not be accepted.
- We have the right to send any Community service worker home at any time for any reason.
- Community service workers may not have any facial piercings, or wear clothing that we deem inappropriate, such as short shorts or tank tops.
- Youth under the age of 16 MUST have a parent or legal guardian stay with them to perform their community service.
- Office staff will contact a facility worker on the radio to come and get the worker.
- Office staff will fill out the report of completed hours. Make sure Shar has the white copy. After hours, facility staff will fill out the form.