



Court Mandated Community Service Policy

Lighthouse accepts participants in court-mandated community service programs as volunteers ("Program Volunteers" or Program Work") as a demonstration of good citizenship which affords a significant benefit to these individuals while providing services to the community. Lighthouse is also committed to providing a safe and positive volunteer environment for all volunteers. For these reasons, Lighthouse has developed the following policy applicable to all Court Mandated Community Service volunteers:

1. **Program Work** will not be available to persons *convicted of an act of violence, sexual misconduct, larceny, identity theft, or a felony conviction concerning illegal drugs.*
2. Before Program Volunteers can begin Program Work, they must attend an orientation on any Monday at 10:00 a.m. at the Lighthouse Distribution Warehouse (2230 Mall Drive East, Waterford MI 48328) Program Volunteers can schedule an orientation session and learn more by emailing tarra@lighthousemi.org
3. A picture government I.D. & court papers of your offense must be presented at orientation time. Lighthouse may conduct a routine background check on all Program Volunteers.
4. Upon completion of orientation, Program Volunteers must schedule their time by registering on-line at <https://lighthousemi.org/volunteer-opportunities/>
5. Lighthouse has the right to terminate the agreement for community service at any time
6. Program Volunteers must follow the daily sign-in and sign-out procedures.
7. Lighthouse will provide a Community Service timesheet to document your hours after each shift. Program Volunteers' must present the timesheet to the onsite supervisor who will sign/initial forms **ONLY ON AND FOR THE DAY YOU ARE ONSITE**. If you failed to sign in and sign out, the supervisor will not sign your form. You must present the completed timesheet to your supervisor at the end of your community service to receive a verification letter of total hours worked at Lighthouse.

VOLUNTEERS' CODE OF CONDUCT

Lighthouse is dedicated to providing a safe and engaging volunteer experience. Participation in the organization's Community Service Program is subject to the observance of the Lighthouse rules and procedures.

Prohibited Activities

Any volunteer who violates the prohibited activities outlined below is subject to discipline, up to and including removal from the program.

- Possessing or using alcoholic beverages or illegal drugs on Lighthouse property or reporting to the program while under the influence of drugs or alcohol.
- Bringing onto the Lighthouse property dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items.
- Discourtesy or rudeness to volunteers, staff, or clients.
- Abusive language toward volunteers, staff, or clients.
- Verbal, physical or visual harassment of volunteers, staff, or clients.
- failing to follow Lighthouse policy and procedures.
- failing to cooperate with an adult supervisor/leader/mentor.
- Poor attendance including being late for your shift, failing to stay for your entire shift, and/or failing to come to your registered shift.

All volunteers are expected to:

- Respect confidentiality and privacy
- Be punctual and reliable
- Carry out the duties of the volunteer position
- Be accountable
- Be respectful
- Be professional
- Have a positive attitude
- Report any injuries or hazards that you notice onsite
- Adhere to the organization's policies and procedures

I have read the Lighthouse Court Ordered Community Service Policy and agree to adhere to the policy regulations and Code of Conduct outlined within.

Volunteer Signature: _____

Date: _____