

NCHFH Community Service Policy and Guidelines

PAPERWORK

- Must provide documentation of current charges or pending charges, including Probation Officer contact information when you arrive at volunteer orientation.
- If you need paperwork for court, you must inform the Community Outreach Coordinator (COC) at least **2 business days (Tues-Fri)** in advance. Please plan accordingly.
- When hours are complete, if a letter is required for your probation officer, we will mail it, email it, or give you a hard copy in person upon request.

ATTENDANCE

- It is highly preferred that you schedule your shifts in the ReStore with the COC one week in advance. The best way to do this is to send a text message to the COC each week by Friday at 4 PM with the dates and times you plan to work.
- You must arrive on time and stay until the end of all shifts.
- If you wish to perform community service hours for shifts that you have not been scheduled for, you must call the ReStore in advance and get permission to do so from the COC. All relevant phone numbers are located on the back of this page.
- We operate on a 3 strike system. This means that if you call out, leave early, miss a scheduled shift, or commit any combination of these attendance violations three times, you will be subject to dismissal and will not be able to complete your community service with Newnan-Coweta Habitat for Humanity.
- You must clock in and out at the beginning and end of all shifts and at the beginning and end of all breaks. Credit will not be given for any hours not documented in our system.
- You must ask your supervisor before you take a break.

BEHAVIORAL EXPECTATIONS AND DISMISSALS

If a volunteer fails to comply with Habitat policy or behaves inappropriately, Habitat may terminate the relationship with the volunteer.

- Every volunteer is expected to treat Habitat staff, customers, volunteers, and others with respect and courtesy all times.
- Each volunteer is expected to use polite and appropriate language.
- NCHFH is a no smoking facility.
- Alcoholic beverages and drugs are prohibited.
- No cell phone usage unless on an approved break.

- Falsifying hours/signatures on volunteer log sheet is illegal and immediate grounds for termination.

If you have any questions or need additional information, please contact the NCHFH Volunteer Department:

Mel Harris, Community Outreach Coordinator

Office hours: Tuesday – Saturday 8:30 AM – 5:00 PM

(706) 350-4121 (call or text)

volunteer@nchfh.org

Trey Talley, ReStore Manager

Office hours: Tuesday – Saturday 10:00 AM – 5:00 PM

(770) 252-9049 ext. 205

restore@nchfh.org

Habitat ReStore

Hours: Tuesday – Saturday 10:00 AM – 5:00 PM

(770) 252-4061