



Community Service Form

Name: _____

Date: _____

Community Service Policy

The Samaritan Center welcomes volunteers, including those who are required to fulfill community service hours. To be eligible to use The Samaritan Center as a source for completing community service and for your hours to be counted, you must:

1. Sign The Samaritan Center Community Service Acknowledgment.
2. Display a picture ID of which a photo copy will be taken.
3. Submit written official confirmation of the number of community service hours to be completed, the date they are to be completed by, and the name and address of the agency to which you report.
4. Upon arrival at the Samaritan Center, let the supervisor know you have arrived and sign in on the log sheet.
5. Before leaving The Samaritan Center for the day, notify the supervisor that you are leaving and be sure to sign out on the log sheets.

*** REMEMBER to sign in & out each time you volunteer. Your hours will not be counted for the day if you forget to sign in or out. You are ONLY allowed to sign in and out on the day you are on site.



Community Service Form

Forms that you may need to have completed by The Samaritan Center personnel

If you have a Community Service Form that needs to be signed/initialed verifying your attendance and hours for the day, the supervisor on duty will sign it for you. THE SUPERVISOR WILL SIGN/INITIAL YOUR FORM ONLY ON AND FOR THE DAY YOU ARE ONSITE. If you failed to complete the Samaritan Center log sheet, the supervisor will not sign your form. This is YOUR responsibility.

What to do once you complete your hours:

Once your hours are complete, request a letter of completion. At least 3-5 business days may be needed for us to produce a letter on Samaritan Center letterhead confirming your volunteer hours, so plan accordingly.

***Please note: The Samaritan Center reserves the right to terminate the agreement for community service if the participant is in any way unproductive, disruptive, or in any other way negatively impacts the accomplishment of the daily goals.

Community Service Acknowledgement

Please complete the following information below regarding your required hours that need to be served. This is for our records only and will be kept confidential.

Number of community service hours to be completed: _____

Last day to complete community service hours: _____

Type of Community Service (please check one):

_____ School Ordered Community Service (for graduation requirements/school club or organization)

_____ Business or Organization

_____ Please provide a brief description of any other.



Community Service Form

The Agency requiring me to complete and report these hours is as follows:

Name _____

Address, City, State, Zip _____

Contact Person _____ Phone Number _____

I, (Print Your Name) _____, having been required by
_____ to complete community service do hereby acknowledge that I
have received a copy of, read and understand The Samaritan Center guidelines for community service. I
also affirm that I will abide by The Samaritan Center community service guidelines. Everything I have
written here is true to the best of my knowledge.

Signature: _____

Date: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: _____



Community Service Form

STAFF AND VOLUNTEER HEALTH FORM

Name:

Physician:

Phone:

Emergency Contact:

Phone:

Emergency Contact:

Phone:

HEALTH INFORMATION:

In box below, provide information on any medical conditions, psychological conditions, behavioral conditions, medications, dietary restrictions, allergies, or special needs:

Are you able to lift 20-30 lbs.? Yes No

Staff or Volunteer's Signature:

Date:



Community Service Form

VOLUNTEER UNDER 18

1. We must have parental consent in the form of a parent signature for all volunteers under the age of 18.
2. All volunteers under the age of 16 must be supervised by a parent or guardian at all times while on the Samaritan Center campus.
3. If the volunteer is left unsupervised by parent/guardian, the child will no longer be allowed to volunteer for the Samaritan Center.

Parent or Legal Guardians Signature:

Date:

VOLUNTEER REQUIRING AN ATTENDANT

1. Attendants who accompany volunteers must supervise them at all times while on the Samaritan Center campus.
2. Attendants must provide us with an employee I.D. that we may copy. In lieu of an employee I.D., the attendant must provide us with a letter from the employer stating that the attendant will be accompanying and supervising the volunteer.
3. If the volunteer is left unsupervised by the parent/guardian, the child will no longer be allowed to volunteer for the Samaritan Center.

Volunteer Signature:

Date:

Attendant's Signature:

Date:
