



### Court Ordered Volunteer Agreement

All Court Ordered Volunteers must be cleared by the Volunteer Programs Manager prior to signing up for a volunteer shift. No hours prior to being cleared will count toward needed verification documents.

Volunteers who have committed a violent, sexual, or theft related offense will not be considered. In order to be cleared, **Court Ordered Volunteers must provide the Volunteer Programs Manager with the following documents before their first scheduled volunteer shift:**

- Their original ticket or court paperwork showing the reason for their court ordered hours as well as the total number of hours required.
- A completed volunteer waiver
- Completed court ordered volunteer agreement

**After** being cleared by the Volunteer Programs Manager, court ordered volunteers are required to sign up for available shifts via our online shift platform. (See back for online sign up instructions.) *Please note that we cannot accommodate adding hours to the shifts listed online due to staff size.*

Volunteers will be required to keep track of volunteer hours using a paper service log that is to be signed at the end of each volunteer shift by a staff member as well as by signing in and out on the iPad for each shift. The volunteer is responsible for keeping this service log in a safe place during their service.

Please turn in (email a scanned copy or hand in) your service log to the Volunteer Programs Manager ([volunteersd@feedingsandiego.org](mailto:volunteersd@feedingsandiego.org)) a minimum of 3 days before you need your letter to ensure enough time to get everything completed.

Please sign below noting that you have received and understand the above information required of you in order to complete this court ordered volunteer service through Feeding San Diego's volunteer program.

Volunteer First Name (printed)	
Volunteer Last Name (printed)	
Volunteer Signature	
Date	
Case #	
Total hours needed	
Brief Description of Offense	

Office Use Only:

This volunteer IS/ IS NOT (circle one) cleared for volunteer service with Feeding San Diego as of \_\_\_\_\_ (date) by \_\_\_\_\_ (Volunteer Programs Manager).

Date letter complete: \_\_\_\_\_ Total hours complete at time of final letter: \_\_\_\_\_