

## **COMMUNITY SERVICE RULES**

You must turn all of your hours in on-time or be at the courtroom on or before your due date.  
Please refer to your time sheet for the proper way to document your service.

Successfully completing community service requires that you:

- ✓ Set up your service with a provider & ***turn your hours in on-time***
- ✓ Apply to the court if you need more time, which may require an additional court hearing
- ✓ **Perform your hours as “hour-for-hour.”** Additionally, ***food donations will not be accepted***
- ✓ Make certain that the person supervising your work fills out the bottom portion of the time sheet & initials your hours. You must also sign & initial your hours. You must have a time sheet for each provider you use. You may not be related to the provider.

### **FAILURE TO TURN IN YOUR HOURS ON-TIME MAY RESULT IN AN ARREST WARRANT**

You may contact any of the organizations listed below to make arrangements to do community service for this court. If you go “off” of this list:

- **The service provider must be a non-profit organization under the laws of this state**
- If you choose a provider who is not a Non-Profit, you will not get credit for your service
- Any church or nursing home should qualify as a non-profit, along with any city/government offices

**LOCAL KNOWN PROVIDERS are located on the next page**

If you live in a different community, you may use a local provider in your community that meets the Non-Profit requirements stated above.