



Loaves & Fishes Food Pantry, Inc.
2050 Lambs Road, Charlottesville, VA 22901
(434) 996-7868
www.cvilleloaves.org

Court-Ordered/Lawyer-Recommended Community Service Policy and Procedures

Loaves & Fishes Food Pantry (L&F) provides equal opportunities to volunteer without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. However, L&F reserves the right to deny any individual seeking community service hours, whether court-ordered or recommended by an attorney, the opportunity to volunteer with the organization based on the nature, type and/or specifics of their offense and their behavior while volunteering. **Those seeking volunteer hours to fulfill a legal obligation must apply to volunteer** and may be approved or denied based on their offense(s). Volunteers may complete up to 40 hours' service at Loaves & Fishes. We will not give credit for hours for which a volunteer was not signed up in advance (i.e., walk-in or waitlist).

Potential volunteers must complete Loaves & Fishes' Court-Ordered (or Lawyer-Recommended) Community Service Application or provide written documentation from the court, probation officer and/or their attorney stating that they are required to complete community service hours, as well as the specifics of the offense. L&F will not accept a volunteer for community service who is being charged, pleading guilty to, or has been found guilty of certain serious offenses including but not limited to:

- a. Violent Offenses
 - i. Armed Robbery
 - ii. Assault and/or Battery
 - iii. Aggravated Assault (assault with a weapon)
 - iv. Kidnapping
 - v. Arson
 - vi. Robbery
 - vii. Statutory/Sexual Offense
- b. Burglary or theft

Other offenses will be considered on a case-by-case basis.

Court-Ordered/Lawyer-Recommended Community Service Approval Process

NOTE: Please allow 1-2 business days from the date of application for the approval process to be completed.

1. Complete and return a Community Service Application by fax to 434-964-9342 or email to volunteers@cvilleloaves.org. Application must include Individual's Name, specific offense(s) committed, number of hours required, deadline to complete court ordered hours, and the name and contact information of the probation officer or attorney.
2. Once the required hours have been completed, the timesheet provided by the court must be turned into the Volunteer Coordinator, who will provide a signed printout of hours. The printout will show how many hours were completed, and in what capacity (i.e. Sorting, Restocking, Distribution, etc.)
3. **Loaves & Fishes reserves the right to dismiss any volunteer who does not follow pantry rules and expectations.**

For any questions about L&F's Community Service Policy and Procedures, please contact the Loaves & Fishes Volunteer Coordinator at volunteers@cvilleloaves.org.



Court-Ordered (or Lawyer-Recommended) Community Service Application

(rev. 7/2019)

I must complete community service for lawyer/court. I have reviewed Loaves & Fishes' Court-Ordered/Lawyer-Recommended Community Service Policy and Procedures and the volunteer opportunities on Loaves & Fishes' website (www.cvilleloaves.org) and have created an account on cvilleloavesandfishes.volunteerhub.com. I understand that I must complete this application, and have it approved to begin volunteering.

Name		Birthdate:	
Street Address			
City:		State:	ZIP Code:
Home Phone	Cell Phone		
E-Mail Address			

Are you: comfortable doing light to moderate lifting? Yes No
 able to be on your feet for up to 3 hours? Yes No

Court-Ordered or Lawyer-Recommended Community Service Hours

Number of hours to complete: _____ Date hours must be complete: _____

Do you need confirmation in writing of your hours served with Loaves & Fishes? Yes No

Please complete this section by answering both questions:

Description of offense: _____
 Date of Conviction(s): _____

Lawyer/Case Worker/Probation Officer Name: _____ Phone: _____

Address: _____

Person to Notify in Case of Emergency:

Name: _____
 Phone: _____ Relationship to Applicant: _____

Availability

I am available to volunteer during the following shifts:
 _____ Tuesday afternoon _____ Tuesday evening _____ Wednesday morning _____ Weds. afternoon
 _____ Thursday afternoon _____ Thursday evening _____ Friday afternoon _____ Saturday morning

Loaves & Fishes Food Pantry, Inc. is committed to equal opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, veteran status, marital status, political affiliation, genetics or disability. We prohibit discrimination in all aspects of our policies, practices, operations and programs.

Agreement and Signature

I hereby certify that I have read and understand Loaves & Fishes' policy on community service recommended by a lawyer or ordered by a court and that all entries on application are true and complete. I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of Loaves & Fishes. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent to references and former employers and education institutions listed being contacted regarding this application. I further authorize Loaves & Fishes to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated on a need-to-know basis for good cause by Loaves & Fishes' Executive Director or designee.

Name (printed)	Signature:	Date:
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