



Court-Ordered Community Service Policies and Procedures

The Chester County Food Bank (CCFB) offers volunteer opportunities for individuals with court mandated service hours on a case-by-case basis. We reserve the right to deny any court-ordered individual the opportunity to volunteer with the CCFB based on nature, type and/or specifics of their offense. However, it is also the policy of this organization to provide equal opportunity without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

Potential volunteers must provide written documentation from the court, probation officer and/or their attorney stating number of hours required and by what date, as well as the specifics of the offense.

CCFB will not accept a volunteer for community service with certain serious offenses including but not limited to:

- Violent Offenses
 - Armed Robbery
 - Assault and/or Battery
 - Aggravated Assault (assault with a weapon)
 - Arson
 - Kidnapping
 - Robbery
 - Statutory/Sexual Offense
- Burglary or theft

Additionally, if after a reasonable amount of time served it is determined that the volunteer is not fulfilling his/her obligation, the CCFB reserves the right to release them from their commitment. Their probation officer will be advised immediately upon separation.

Court Ordered Community Service Approval Process

NOTE: please allow up to 5 business days from the date of application for the approval process to be completed.

1. Complete and return a Community Service Application and attend an interview.
 2. Approved applicants must submit the following documentation via fax, mail, email or in-person before your first volunteer day: paperwork from probation officer, court, or attorney stating individual's name, specific offense(s) committed, number of hours required, time limit to complete court ordered hours, and the name and contact information of the probation office or attorney.
 3. Once hours are complete, the timesheet provided by the court must be turned into the Volunteer Manager, who will then provide a validation letter within 2 weeks. It will be written on official letterhead stating how many hours were completed, and in what capacity (ie: farm, warehouse, kitchen, etc).
- For questions regarding the policy and procedures, or to schedule an interview, contact Karen Mudgett, Volunteer Manager at volunteer@chestercountyfoodbank.org or 610.873.6000 x122.