



Target Hunger

Required

Community Service

Orientation Package &

Liability Waiver



Required Community Service: Application

CONTACT INFORMATION

Mr./Ms./Mrs./Dr. _____

Birthdate: (MM/DD/YYYY) ____/____/____ Age Group: 18-30 31-45 46-59 60+

Address _____

City _____ State _____ ZIP _____

Email: _____

Daytime Telephone: _____ Home Office Mobile

Evening Telephone: _____ Home Office Mobile

Emergency Contact Name: _____ Phone #: _____

List any medical/health issues that we should be aware of (i.e., allergies, limitations, etc.):

REQUIRED COMMUNITY SERVICE INFORMATION

Agency: Harris County Houston Municipal Court Workforce HHA Other

SPN/Case Number: _____

Charge: _____

Required Hours: _____ Hours Due: _____

SPECIAL SKILLS

List any foreign languages spoken (including sign language): _____

To what degree are you computer literate? _____





Required Community Service: Rules & Regulations

Welcome to Target Hunger! We are grateful to have you here to complete your required community service hours.

In order to begin, you must first attend our mandatory Community Service Orientation, which occurs on Monday's, Tuesday's and Thursday's each week from 9:00 a.m. to 10:30 a.m. (excluding the 5th Monday, Tuesday or Thursday in a month). **Mobile phones and devices are not allowed on the premises for those who are engaged in mandatory community service.**

In order to register and take orientation you MUST have ONE of the following:

- A valid state identification card with photo
- A valid state drivers license with photo
- A valid United States Passport with photo

You MUST also have:

- The paperwork from your assigning agency (Harris County Probation, City of Houston Municipal Courts, Houston Housing Authority of Work Source) that states your name, the number of hours you must complete, and the criminal charge for which you are on probation (Harris County only).

If you come to orientation without both of these items (valid photo ID and assigning agency paperwork) you will be asked to leave and return when you have the proper documentation.

If you have been charged with a violent offense or a sexual offense, you will not be permitted to work at Target Hunger and will need to seek community service elsewhere.

**Please call G'eral Crawford, Volunteer Services Coordinator, at (832) 767-1677 ext. 105
or email geral.crawford@targethunger.org to schedule your orientation.**



Required Community Service: Rules and Regulations

WELCOME

Target Hunger welcomes volunteers required by a court, Texas Workforce or Housing Authority to perform community service. We strive for this volunteer experience to be rewarding for the participant, our clients and Target Hunger. As such, we have created certain guidelines to help ensure a positive working relationship. We are happy to help you fulfill your committed hours, and we look forward to working with you.

SCHEDULE

Target Hunger is open Monday through Friday from 9 a.m. to 5 p.m, with some Saturday opportunities by appointment only. **Community Service workers are REQUIRED to work a full day – from 9:00 a.m. to 3:00 p.m.**

Community service workers always begin work at 9 a.m. and must work until 3:00 p.m. and may be able to work until 4 p.m. as long as there is work to be performed. Any community service worker who arrives after 9 a.m. to work in the pantry or gardens, at food fairs or at special distributions may not be permitted to work.

Mondays through Fridays, community service volunteers must be pre-scheduled by Target Hunger staff in order to work. The minimum number of hours a community service volunteer may work on these days is six (6) hours (from 9 a.m. to 3 p.m.) After 3 p.m., a community service volunteer may continue to work until 4 p.m. if tasks are available and approved by the assigned staff member or supervisor. Community service volunteers must be able to work the entire assigned shift. Community service volunteers may work each day as long as there are tasks available. If no tasks are available, community service volunteers must sign out for the day and immediately leave the premises.

On Saturdays, Target Hunger has limited opportunities for community service volunteers. Weather permitting and by appointment only, community service volunteers may work in the Willie H. and Gladys R. Goffney Community Garden located at 4604 Cavalcade, 77026, some Saturdays from 8 a.m. to 1 p.m. In order to work in the garden on a Saturday, community service volunteers must contact G'eral Crawford at (832) 767-1677 ext. 105 during the week, or provide their mobile phone number to receive a text on Friday evenings regarding Saturday opportunities. Target Hunger is closed Saturdays, and she will not answer at this number on Saturdays.

Initials _____

WORKING WITH TARGET HUNGER

Fulfilling community service hours with Target Hunger is a privilege which may be revoked at any time if the staff feels the volunteer is not meeting expectations, is not productive, does not attend scheduled workdays or is disruptive to our clients, volunteers, or staff in any way that prohibits us from accomplishing our daily activities or fulfilling our mission.

Attitude is everything! If you arrive and make it clear that you do not want to be here, you will be asked to sign-out and leave. Remember, this can be a rewarding experience if you let it be, and we will only accept those community service workers who display a positive and helpful attitude.





Required Community Service: Rules and Regulations

WORKING WITH TARGET HUNGER CONT'D

Community service workers are subject to the same responsibilities and expectations as other volunteers. All community service must be accomplished with a positive and cooperative attitude. All work should be accomplished on the established schedule with quality workmanship.

In order to begin orientation, a community service worker must first contact Becky Brown, Director of Development, or the Volunteer Coordinator to schedule an appointment. Individuals appearing at Target Hunger without first making contact as described may not be allowed to begin orientation or community service hours.

Target Hunger may dismiss a community service volunteer at any time. Any failure to perform work as instructed, insubordination, intoxication, theft, illegal drug use or any act disruptive to the mission of Target Hunger will result in immediate dismissal from our community service volunteer program. Target Hunger immediately reports the nature of a community service volunteer's termination to the sentencing judge or appropriate authority.

Initials _____

WORK REQUIREMENT

Target Hunger requires that all community service workers work a six-hour shift from 9 a.m. to 3 p.m. In rare cases where school or work interferes with a six-hour shift, some accommodations **may** or **may not** be made, in advance, with Volunteer Services staff. You will need to clear your schedule on the days you work at Target Hunger.

From time to time, community service volunteers may be assigned to work a specific date or at a specific location. Volunteers who fail to appear on such occasions without prior permission from the Volunteer Services staff will result in dismissal from our community service volunteer program.

Any CS worker who fails to perform community service for 60 days will be terminated and may not return to Target Hunger to complete community service.

Target Hunger expects all community service workers to arrive on time; respect staff members, volunteers and clients; and perform their duties as instructed. If you are found to be unproductive, you will not earn any volunteer hours for that day. If you have completed a task and need something to do, you are required to ask your assigned staff member to assign your next task.

Initials _____

TRANSPORTATION & PARKING

Community service volunteers are responsible for providing their own transportation to and from Target Hunger. Community service volunteers must park in the designated lot off Jensen between Quitman and Campbell. Please park in parking lot C on Campbell St. **Do not park in the staff parking lot.** Please keep valuables out of sight by locking them in the trunk. Community service volunteers park at their own risk. Target Hunger is not responsible for theft or damage to vehicles or contents. All transportation arrangements must be made before reporting for service each day.

Initials _____



Required Community Service: Rules and Regulations

RECORDATION OF HOURS WORKED

All community service workers must accurately document the hours worked. It is the volunteer’s responsibility to understand Target Hunger’s policies and procedures regarding community service timesheets. In order to receive credit for hours worked, all policies and procedures must be followed. Failure to abide by such policies and procedures may result in not receiving proper credit for hours worked and/or dismissal from the program.

Upon arrival, community service volunteers must record the time work begins in the designated community service binder. A staff person or designated volunteer will assign tasks throughout the day and/or indicate with whom work will be performed. Community service volunteers needing to leave the assigned work area for any reason, including a restroom break, must tell the staff member to whom they are assigned where they are going. Community service workers who disappear from their assigned work area without notifying the staff person with whom they are working will lose credit for hours worked and may be terminated from the community service program.

At the end of the day, **a Target Hunger staff person must sign the community service worker out for the day** in the designated community service binder. In order to receive credit for hours worked, the staff member must enter the hour of completion and initial the timesheet. Community service volunteers will not receive credit for hours which are not initialed by a Target Hunger staff member.

Issues with hours are posted on the community service bulletin board in the pantry. It is the responsibility of the community service volunteer to check the bulletin board for the SPN number or driver license number and report immediately to Becky Brown when required to do so.

All hours are submitted to Harris County the first week following the month in which hours are performed. If your probation officer claims your hours have not been reported, please do not return to Target hunger to inquire about your hours. Your probation office must call the Harris county Community Service Restitution Department at 713.755.2150 to request an “hours check.” Target Hunger is not permitted to provide you with a copy of your time-sheets; a letter stating your hours have been completed or any other record of the hours you have performed. All hours are submitted in a timely manner.

Initials_____

BREAKS

Community service volunteers receive either two a 15-minute breaks (one in the morning and one in the afternoon), OR a 30-minute lunch break. Volunteers are responsible for their own snacks and meals. Community service workers are not permitted to take breaks longer than 15 minutes or lunches longer than 30 minutes. Any community service worker caught abusing this policy will be dismissed from the program immediately and will not receive credit for the day’s hours.

Initials_____





Required Community Service: Rules and Regulations

DRESS POLICY

Target Hunger has a casual dress policy for volunteers. However, we require that all volunteers wear shirts with sleeves and closed-toe shoes. Additionally, volunteers may not wear bandanas, head scarves, do-rags or curlers. Low-cut tops and suggestive clothing are not permitted. Please keep in mind that Target Hunger is a family-oriented organization; please dress accordingly.

Initials_____

HARASSING CONDUCT

Bullying, discriminatory or harassing conduct will not be tolerated at Target Hunger. We do not permit the use of foul language or any kind of physical or verbal abuse. All informal reports and formal complaints regarding bullying, discriminatory and/or harassing conduct, foul language or any kind of physical or verbal abuse will be treated seriously and promptly. Any community service volunteer engaging in such conduct will be asked to leave and will not have the opportunity to finish service hours with Target Hunger.

Initials_____

HANDLING FOOD

- Wash your hands before and after handling food items
- Please use gloves and hair nets when handling and sorting food items
- No food items are to be placed on the ground, use pallets or table
- Properly dispose of food in the appropriate containers
- Eating and drinking is not permitted in the food pantry and/or warehouse areas
- Food and other products may not be removed from the pantry and/or warehouse without prior staff approval

Initials_____

SAFETY PROCEDURES

- Safety is our main priority. Please refrain from engaging in hazardous activities, such as running through the building, riding pallet jacks, or other forms of horseplay
- When lifting heavy objects, use your legs to push upwards, keep your back straight, and your body balanced
- Do not attempt to lift over 50 lbs. without assistance
- The use of iPods, MP3 players, mobile phones or other electronics is not permitted while in the food pantry and/or warehouse area

Initials_____



Required Community Service: Rules and Regulations

ADDITIONAL COMMUNITY SERVICE RULES

- All community service workers work under the supervision and direction of Target Hunger staff. Volunteers performing court-ordered community service must disclose the nature of their conviction to the Volunteer Coordinator or any other Target Hunger staff member.
- Target Hunger does not accept volunteers convicted of violent crimes or crimes of a sexual nature. Furthermore, Target Hunger reserves the right to limit or deny any individual from serving court-ordered community service based on the nature, type and/or specifics of the offense. Individuals will be judged solely by their offense(s) and not by any other means, including, but not limited to, age, race, religion, sexual orientation, gender identity or disability.
- All community service volunteers must provide valid, photo identification and assignment paperwork prior to beginning community service. A state-issued driver's license or identification card is required for volunteers performing hours as mandated by Harris County, a municipal court, workforce commission or housing authority.
- Community service workers assigned by Harris County must provide their Offender Identification Card in order to enroll in community service with Target Hunger. Any individual without proper identification will not be permitted to complete orientation or begin community service.
- Community service workers assigned by Harris County, a municipal court, housing authority or workforce commission must provide their assignment paperwork prior to beginning community service.
- Any individual without proper identification or the appropriate paperwork will not be permitted to complete orientation or begin community service.
- All CS workers must wear a Community Service Worker name tag at all times while performing community service hours at Target Hunger. Tags must be worn in the upper chest area, not at or below the waist.
- **Cell phones are not permitted** on Target Hunger property during the performance of community service. Community service workers must leave cell phones at home, in their car or in the locker provided to them upon request. Cell phone use is not permitted during the performance of community service. This includes, but is not limited to, text messages, voicemail, "emergency calls", internet usage, checking the time and playing games. CS workers may obtain their cell phone during scheduled breaks and lunch. Any community service worker caught with a cell phone while performing community service will be terminated immediately.
- Community service workers must stay in their assigned work area unless granted permission by a Target Hunger staff member. Any community service worker discovered in an unassigned area will be immediately terminated.
- Community service workers must leave the premises upon completion of their hours for the day. Those dependent on public transportation or alternate means must wait in the front lobby area.

Initials _____



Required Community Service: Rules and Regulations

ADDITIONAL COMMUNITY SERVICE RULES CONT'D

- Unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance at Target Hunger is prohibited. Any such violation will result in immediate termination of community service.
- Problems that arise while performing community service should be brought to the attention of the on-site supervisor.
- Target Hunger's rules, policies and procedures may be updated at any time. Community service workers must check the designated Community Service Bulletin Board in the food pantry for updates.

Target Hunger reserves the right to terminate any agreement for community service if the participant is unproductive, fails to adhere to our guidelines, is disruptive, or in any other way negatively impacts the accomplishment of Target Hunger's mission.

Initials _____

Please check the Mandatory Community Service Workers Bulletin Board in the Food Pantry for announcements, policy changes and information about the opportunity to work additional hours outside of the standard Monday through Friday 9:00 a.m. to 3:00 p.m. timeframe.



Required Community Service: Liability Waiver & Release

- I hereby release Target Hunger from, and waive on behalf of myself and my heirs and any minors indicated below, any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of Target Hunger, or that may otherwise arise in any way in connection with any voluntary activities with, or for Target Hunger.
- I assume the risk of any and all dangerous conditions in and about Target Hunger facilities or in connection with any off-site voluntary activities.
- **IT IS MY INTENTION BY THIS LIABILITY WAIVER AND RELEASE TO EXEMPT TARGET HUNGER AND ALL OFFICERS, DIRECTORS, AFFILIATES AND AGENTS FROM ALL LIABILITY WHATSOEVER FOR PERSONAL INJURY, PROPERTY DAMAGE AND WRONGFUL DEATH.**
- This waiver contains the entire agreement between myself and the parties released and their affiliates.
- This waiver is also given on behalf of the following minor. (One document per minor, please.) (Note: A parent/guardian must sign if this waiver is for a minor.)
- I give my consent for participating in any videos and photography that may be used by Target Hunger in any publicity and/or social media. I release Target Hunger from any liability in connection with the use of such materials.
- I have read this waiver, understand it, and am signing it voluntarily.

Accepted and Agreed:

By signing below you agree that you have read the above guidelines, that you understand them, and that you agree to abide by them while volunteering with Target Hunger.

I, _____, having been required by law to complete community service, do hereby acknowledge that I have received a copy of, read and understand Target Hunger’s Community Service Policies and Procedures for mandated community service. I affirm that I will abide by Target Hunger’s Community Service Policies and Procedures.

Signature

Date