



COMMUNITY SERVICE REFERRAL

Youth's Name: _____

Closing Date: _____

Community service procedure:

1. The volunteer will contact the site in order to secure placement and to determine a start date and schedule.
2. Every day the volunteer is present; he/she will need to sign in and out on an approved time sheet.
3. Time sheets must be kept in the supervisors possession at all times and should not be released to the volunteers.
4. Once the volunteer has completed the agreed upon hours with your agency, time sheets must be mailed, e-mailed or faxed to the Youth Court Director.
5. Please remember to fill out the evaluation form on the back of the timesheet before sending in into the youth court office.

Please note:

- * Youth court staff may contact a site supervisor periodically to check on an individual's progress.
- * It is very important that confidentiality is maintained. At the completion of volunteer work, all records should be forwarded on to Youth Court or destroyed.

Please feel free to contact Youth Court if you have any questions or concerns.

Thank you for helping our volunteers to give back to their community!

Brian Chetney
County Coordinator
Phone: 315-349-3401
Fax: 315-349-3231



Dawn Metott
City Coordinator
Phone: 315-349-3575
Fax: 315-349-3231

Community Service Time Sheet

Youth's Name: _____

Name of Agency: _____

Supervisor Name & Title: _____

Phone # _____ Number Hour Completed: _____

Date Started: _____ Date Completed: _____

DATE:	TASK(S):	TIME IN:	TIME OUT:	TOTAL HOURS:

SUPERVISOR'S SIGNATURE (UPON COMPLETION OF WORK HOURS):

PLEASE RETURN WITH SURVEY ON BACK COMPLETED. (RETURN USING THE ADDRESS BELOW.)



-Over-

Evaluation: Please rate each question based on your knowledge and experience with this individual. (1= no, 2=somewhat, 3= yes) please circle the number that best fits your response to each question.

1. Did they show up when they were scheduled?	1	2	3
2. Did they call if they were unable to come when scheduled?	1	2	3
3. Were they willing to help work on projects?	1	2	3
4. Did they act appropriately during their service time?	1	2	3
5. Were they respectful to you?	1	2	3
6. Were they willing to do any project assigned to them?	1	2	3
7. Did they take an interest in the activities and services you provide to the community?	1	2	3
8. Would you allow this person to volunteer with your agency again?	1	2	3

Please feel free to provide any comments in the space provided below.
