



Stafford Emergency Relief through Volunteer Efforts

Court Ordered Volunteer Agreement

Supporting With:
Food Pantry
Utility Help
Rx Assistance

15 Upton Lane
Stafford, VA 22554

PO Box 1357
Stafford, VA 22555

(540) 288-9603

serve@serve-
helps.org

Executive Director
Brian Gillespie

Office Manager
Vacant

Board of Directors
President
Crystal Harmon

1st Vice President
Vacant

2nd Vice President
Ady Fisher

Treasurer
Rene Laws

Secretary
Dominique Bee

CFC: 14452
EIN: 54-1289683

This agreement acknowledges that Stafford Emergency Relief through Volunteer Services (SERVE) has been asked to provide opportunity for volunteer service in accordance with a court order.

SERVE places a high value on our volunteers and the work they do enabling us to fulfill our mission. Though the service of the below named individual volunteer is mandatory, we appreciate the worth these hours represent for the organization. We are dedicated to ensuring that all of our volunteers have a productive and rewarding service experience.

To facilitate this positive relationship, this agreement will be read and signed by both parties demonstrating a clear understanding and positive acknowledgement of the terms and expectations.

Terms of Service

Name of Volunteer: _____ Total Hours Required: _____

Start Date: _____ End Date: _____

Volunteer Hours:

Monday Arrive: _____ Depart: _____

Tuesday Arrive: _____ Depart: _____

Wednesday Arrive: _____ Depart: _____

Thursday Arrive: _____ Depart: _____

Volunteer Role: _____

Supervisor: _____ Position: _____

SERVE will:

- Provide a two (2) day trial period for both SERVE and the individual to determine if they, and the role are good fits;
- Provide appropriate information about SERVE, the volunteer role, and training for that role;
- Provide a supervisor who will provide regular guidance and support to enable successful completion of duties assigned to the individual;
- Treat all individuals with respect and courtesy at all times;
- Be receptive to any comments and feedback from individual; and
- Recognize the individual as a significant resource in achieving the goals of SERVE and the community, and treat NIV in a manner demonstrating that value.



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The Named Individual Volunteer will:

- Be in attendance at SERVE all dates and times indicated above. Notice of modification or absence must be given to the SERVE Executive Director at least 24 hours in advance.
- Fulfill the assigned volunteer role to the best of their ability;
- Follow SERVE’s policies and procedures;
- Accept supervision and direction of the SERVE Executive Director, and personnel assigned as Supervisor; and
- Behave in a manner consistent with the values and objectives of SERVE, and act in ways that positively assist SERVE in meeting its mission and role in the community.

It is mutually and expressly understood by both SERVE and the NIV that the NIV is not considered an employee of SERVE. The individual’s services shall be voluntarily donated and that the individual is not entitled to, nor expects any salary, wages, or benefits from these voluntary services.

The individual further understands that if they are responsible for injuries to third parties or damages to SERVE’s property while acting outside the scope of assigned volunteer duties, that the individual may be held personally liable for any monetary damages a court may award to the injured party.

Upon fulfillment of the terms of service SERVE will provide written documentation to the individual for the purpose of submission to the court representative overseeing the court order. This agreement may be terminated at any time by either party. If terminated early, SERVE will provide documentation as above for the hours completed.

Agreed to and signed by:

Named Individual Volunteer: Printed Name: _____

Signature: _____ **Date:** _____

Name of officer (parole/probation/attorney/court) _____

Address _____

Telephone Number _____ **Email Address** _____

SERVE Assigned Supervisor: Printed Name: _____

Signature: _____ **Date:** _____

SERVE Executive Director: Printed Name: _____

Signature: _____ **Date:** _____