



15 Upton Lane Stafford VA 22554

**SERVE COURT ORDERED COMMUNITY SERVICE PROGRAM GUIDELINES:**

- **Attendance:**

If you have any questions about volunteering, time, or letter of completion please call or text the volunteer coordinator 540-370-3153.

- **Alcohol & Drugs:**

No alcohol or drugs use is allowed prior or during your volunteer shift. In the event of an accident, SERVE may perform a drug test to determine any use. SERVE will not be responsible in the event an accident occurs under the influence of drugs and/or alcohol.

- **Behavior and Attitude:**

Appropriate behavior and attitude are required. In the event a SERVE staff member needs to speak with you about either, you may be asked to leave the premises and may be unable to return.

**SERVE accepts court appointed volunteers except those with offenses including but not limited to felony, assault, battery, drug or paraphernalia possession, child endangerment, or domestic violence.**

**Volunteer Days:**

Monday 11-4pm\_\_\_\_\_ Tuesday 11-4pm\_\_\_\_\_ Wednesday 11-4pm\_\_\_\_\_ Thursday 11-4pm\_\_\_\_\_  
2nd/4th Saturday 9-3pm\_\_\_\_\_

We are dedicated to ensuring that all 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 acknowledgment of the terms and expectations.

Volunteer Signature:\_\_\_\_\_

SERVE Staff Signature\_\_\_\_\_