# **VolunteerNow Community Service Program**

**ML/CID:** F2054007

 Cause Number:
 F2054007
 Date:
 Apr/15/2023

 Individual ID:
 IND-799215
 DOB:
 06/09/1998

 Referred By:
 Online Referral
 CSR Main Number:
 (214) 821-8711

Jamie Stevens must complete 80.00 hours by 10/12/2023 and has completed 0 hours to date.

PLEASE READ CAREFULLY: Important facts concerning your community service assignment.

- Your time card must be kept with you until you have completed your hours. It is your responsibility to see that your supervisor records the hours you
  work each day and signs the time card to verify the same.
- It is very important that you complete the assigned hours.
- Showing up at the agency under the influence of alcohol or drugs<, behaving in an unsatisfactory manner or having an uncooperative attitude will
  result in termination of your community service assignment, and your case will be returned to the courts for further action.</li>
- · VolunteerNow is not responsible in case of any injury, nor does it provide worker's compensation.
- Upon completion of your hours, you must return your completed time card to the VolunteerNow office. Make sure the agency where you completed
  your hours enters all hours worked on the time card and in the online system.
- If you are part of the memorandum of agreement program, you must complete your hours in the county in which the case was heard.

YOU ARE RESPONSIBLE FOR MAINTAINING THIS TIME CARD. FAILURE TO DO SO CAN RESULT IN LOSS OF CREDIT FOR HOURS WORKED. IF YOU RETURN THIS CARD BY MAIL, YOU MUST KEEP A COPY FOR YOUR RECORDS.

WARNING
TO AGENCY STAFF AND PROBATIONER:
It is prohibited to offer gifts, money, and/or personal favors to agency staff in exchange for community service hours. Furthermore, any probationer and/or agency staff who solicits gifts money and/or personal favors in exchange for community hours shall be reported, investigated and subject to either criminal and/or civil charges being filed and prosecuted to the fullest extent of the law.

# DATE IN OUT HOURS Signature D

VOLUNTEERNOW COMMUNITY
SERVICE PROGRAM
2800 LIVE OAK

DALLAS, TX 75204

DATE IN OUT HOURS Signature

TOTAL Agency HOURS Signature

HOURS Signature

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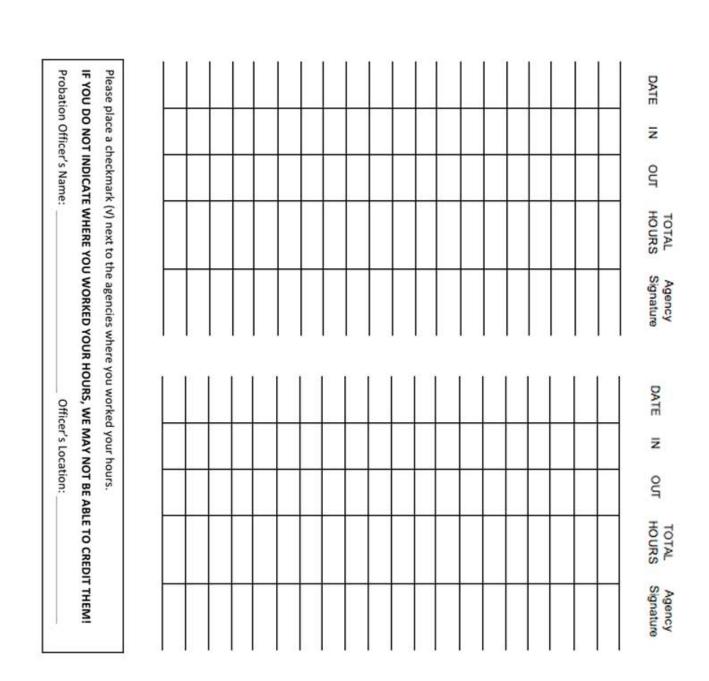
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### Referrals

- Ethiopian American Kids Ministries. Contact Negasi Gizaw at (469) 508-3699 9560 Skillman Steet #106 Dallas 75243
- Free The Streets. Contact Joseph Nelson at (972) 514-6124 7071 Bonnieview Rd Dallas 75201
- Hope's Door New Beginning Center. Contact Brandon Lewis at (972) 276-0423 218 North 10th Street Garland 75040
- North Texas Performing Arts . Contact Sara Egelston Akers at (972) 422-2575 6121 W. Park Blvd Ste B216 Plano 75075
- Salvation Army Garland. Contact Roxanne Nuckols at (972) 272-4531 451 West Avenue D Garland 75040





# **Community Service Restitution Program**

# FREQUENTLY ASKED QUESTIONS

### \* I do not have internet access, what do I do?

- 1. You can walk-in without an appointment Monday Thursday 9am 4 pm to get registered \*(Closed for lunch 1pm -2pm)
- 2. Bring your referral form or court papers
- 3. Probation \$58 fee, Municipal Courts \$43 fee (cash, debit or credit card, money order)

## \* I registered, what's next?

- 1. Make sure to print your timesheet
- 2. The locations you selected are on the timesheet with their contact information
- 3. Call the locations on the timesheet to find out when you can start volunteering
- 4. Make sure you bring your timesheet with you every time you work and fill out date/hours worked. The agency representative must sign your timesheet for each day worked so you can receive credit for all working hours.

## \* I cannot reach anyone at the locations I selected to work, what do I do?

- 1. You can go to the location and ask to speak to someone in person about starting your volunteer work
- 2. You can choose other locations to work from the approved list and reach out to them
- 3. If are needing a new list of referrals, call 214-871-8711 or email <a href="mailto:ydavalos@volnow.org">ydavalos@volnow.org</a>

# \* Can I work my hours at one or more of the approved selected locations?

1. Yes, you can work at more than one of the approved locations to complete your community service hours

# \*I completed my hours, where do I turn them in?

- 1. Email a clear picture of the whole timesheet to: <a href="ydavalos@volnow.org">ydavalos@volnow.org</a>
- 2. You can bring or mail your timesheet to our office at 2800 Live Oak Street, Dallas, TX 75204
- 3. Make sure to let me know the approved location(s) where you volunteered
- 4. Make sure agency representative has signed all working days for credit
- 5. I need to know your officer's name

### \*When I log in, it's saying "In Progress"

- 1. "In Progress" is the status while your work your CSR Hours and have not yet completed them.
- 2. Once you have completed your hours, it will change to "Complete"

### \*I do not see my list of references

- 1. The only way to see the agency's contact information, is by printing the TIMESHEET
- 2. The Referral Form is for you to turn into your probation officer to confirm registration
- 3. The timesheet is what you will use to get the agency's contact information and to record the hours worked
- 4. Only volunteer at the approved location(s) on your timesheet
- 5. If the referrals do not work for you, call 214-821-8711 for a reassignment or email <a href="mailto:ydavalos@volnow.org">ydavalos@volnow.org</a>

### \*How does the canned good donation work & can I participate?

- 1. You must have approval from your probation officer to be able to submit canned goods for credit hours
- 2. If approved, you can donate the following:
  - (6) canned goods=1 community service hour
  - (1) 16-18oz jar of peanut butter=2 community service hours
- 3. Cans must be free of dents, rust, have a complete label, NOT expired
- 4. Bring all canned goods to the NORTH TEXAS FOOD BANK at 3677 Mapleshade Lane, Plano, TX 75075
- 5. Make sure to turn in the receipt for the donation(s) to your probation officer and VolunteerNow to receive credit hours

For additional questions, please email <a href="mailto:ydavalos@volnow.org">ydavalos@volnow.org</a>