

**Court-Related Volunteers  
Contract of Etiquette**

1. Call or email 24 hours in advance, if you need to cancel your shift. Failure to show up for a shift without cancelling in advance is grounds for termination from the volunteer program.
2. Arrive for each shift on time.
3. Work your entire shift unless permission is given to leave early by the Store Manager/Site Supervisor. **Only hours that are actually worked will be counted.** The Store Manager/Site Supervisor has the final say on your total hours of service.
4. Personal electronic devices (cell phones, etc.) are NOT to be used during work. Using these devices while working is grounds for termination from the program. Leave devices at home or in your car.
5. Sign in upon arrival, and sign out when ending your shift. The office cannot and will not count the hours if you fail to do this.
6. Volunteers working 8 hours or more will receive a 30 minute lunch break (counted as work time). You must provide your own lunch. If you need to leave to get lunch, the travel time is counted within your allotted 30 minutes.
7. Follow the guidance of the ReStore or Build Site staff. Failure to do so will be in violation of your expectations, and you will be terminated.
8. Do not smoke during working hours.
9. You will notify the Volunteer Coordinator at least 48 hours in advance when you will need your community service letter.
10. If you need more than 50 hours of community service, you will be required to pay an additional \$25 processing fee. (This is in addition to the \$35 fee already paid for the background check.)
11. If your service is terminated due to a breach of these expectations or for any other behavioral, supervisory, criminal, attendance, or other issues, **the fees already paid are non-refundable.** You will receive a letter documenting the hours you have successfully completed, and *only* those hours.

**By signing below, you acknowledge and agree to the above terms:**

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

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**If under 18:** a parent/guardian must also sign to acknowledging these rules.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_