

# **Court-Ordered Community Service Policies and Procedures**



The Blue Ridge Area Food Bank (BRAFB) reserves the right to deny any individual seeking court-ordered community service hours the opportunity to volunteer with the organization based on the nature, type and/or specifics of their offense. Applicants will be approved or denied based on their offense(s). However, it is also the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Potential volunteers must provide written documentation from the court, probation officer and/or their attorney stating that they are required to complete court ordered community service hours, as well as the specifics of the offense.

BRAFB will not accept a volunteer for community service who is being charged, pleading guilty to, or having been found guilty of, certain serious offenses including but not limited to:

- a. Violent Offenses
  - i. Armed Robbery
  - ii. Assault and/or Battery
  - iii. Aggravated Assault (assault with a weapon)
  - iv. Kidnapping
  - v. Arson
  - vi. Robbery
  - vii. Statutory/Sexual Offense
- b. Drug Possession or drug related charge
- c. Burglary or theft

Other applicants will be considered on a case-by-case basis.

## **Court-Ordered Community Service Approval Process**

NOTE: Please allow 3-4 business days from the date of application for the approval process to be completed.

1. Complete and return a Community Service Application, and attend an interview.
2. Approved applicants must submit the following documentation via fax/mail/email/or in person prior to your first day of volunteering: Paperwork from probation officer, court, or attorney stating: Individual's Name, specific offense(s) committed, number of hours required, time limit to complete court ordered hours, and the name and contact information of the probation officer or Attorney.
3. Upon submission/receipt of the appropriate paper work, an Orientation session will be scheduled with the Volunteer/Food Drive Coordinator. The time spent in Orientation will count toward community service hours.
4. Once the required hours have been acquired, the timesheet provided by the court must be turned into the Volunteer Coordinator, who will then provide a validation letter within 2 weeks. The letter will be on letterhead stating how many hours were completed, and in what capacity (i.e. Warehouse, Salvage, etc...)

For any questions about BRAFB's Community Service Policy and Procedures or to schedule an appointment, please contact Jennifer Clark Robertson, Volunteer & Food Drive Coordinator at [jclarkrobertson@brafb.org](mailto:jclarkrobertson@brafb.org) or 540-213-8402.