

Community Service – Appointed by Court, ARD Program, or Youth Aid Panel

We want to provide a high-quality, individualized and trauma-informed approach to the restoration of our guests and people serving our guests. Therefore, we have adopted the following policies for those fulfilling community service hours as required by court, ARD program, or youth aid panel.

WATER STREET MISSION COMMUNITY SERVICE POLICY

We do **not** offer service opportunities for those convicted of the following charges:

- Reckless endangerment
- Assault of any form
- Theft or Robbery
- Solicitation of minors to traffic drugs
- Indecent exposure
- Conspiracy
- Crimes against the US Government
- Unlawful restraint
- Corruption of minors
- Sexual abuse, exploitation, or rape
- Prostitution and related offenses
- Possession or distribution of child pornography

We do **not** offer volunteer opportunities to individuals who currently appear on the Megan's Law Registry.

We do **not** prevent people from serving in the kitchen solely because they have a repeat offense.

We do **not** prevent people from serving in the kitchen based on the number of hours they are required to serve, unless the charge is listed above.

COMMUNITY SERVICE HOURS – To fulfill Court Requirements:

Community service hours are offered in our dining hall to individuals whose charges are **not** listed in the Water Street Mission Community Service Policy. To be considered for community service opportunities with us, please complete the following:

1. **Create a Water Street Mission volunteer account online at wsm.volunteerhub.com.**
 - a. Be sure to check the box beside Comm. Service Hours – Ordered by Court.
 - b. Your application will not be accepted without your docket number (Example: CP-25-CR-1234567-2018). Your docket number can be located on official court documents such as a: Preliminary Arraignment Notice, Criminal Docket Sheet, or Court Summary.
 - c. If there is a case manager or officer assigned to your case, please enter the case manager's/officer's name and contact information in the application.

You will receive an automated email that your account has been activated, however, you will not have permission to sign up for opportunities until further documentation has been received (see #2) and an orientation has been completed.

2. **Submit a copy of your photo ID to the Volunteer Office.** This can be submitted via email (volunteer@wsm.org) or in person during Volunteer Office business hours.

3. **Attend a Volunteer Orientation.** You will receive an email invitation to register online for a volunteer orientation. You must attend a volunteer orientation before service opportunities will be offered to you. Orientations last approximately 1 hour.

Once you have completed this process, your account will be approved and you will receive account permissions to schedule service opportunities online.

COMMUNITY SERVICE HOURS – To fulfill ARD (Accelerated Rehabilitative Disposition) Program Requirements:

Community service hours are offered in our dining hall to individuals in the ARD program whose charges are **not** listed in the Water Street Mission Community Service Policy. To be considered for community service opportunities with us, please complete the following:

1. **Create a Water Street Mission volunteer account online at wsm.volunteerhub.com.**
 - a. Be sure to check the box beside Comm. Service Hours – Ordered by ARD Program.
 - b. Your application will not be accepted without your docket number (Example: CP-25-CR-1234567-2018). Your docket number can be located on official court documents such as a: Preliminary Arraignment Notice, Criminal Docket Sheet, Court Summary, or ARD Sentencing Order.
 - c. If there is a case manager assigned to your case, please enter the case manager’s name and contact information in the application.

You will receive an automated email that your account has been activated, however, you will not have permission to sign up for opportunities until further documentation has been received (see #2) and an orientation has been completed.

2. **Submit a copy of your photo ID to the Volunteer Office.** This can be submitted via email (volunteer@wsm.org) or in person during Volunteer Office business hours.
3. **Attend a Volunteer Orientation.** You will receive an email invitation to register online for a volunteer orientation. You must attend a volunteer orientation before service opportunities will be offered to you. Orientations last approximately 1 hour.

Once you have completed this process, your account will be approved and you will receive account permissions to schedule service opportunities online.

COMMUNITY SERVICE HOURS – To fulfill Youth Aid Panel Requirements:

Community service hours are offered to minors who are enrolled in the Youth Aid Panel program and are at least 13 years of age. A parent or legal guardian must serve with any minor who is 13-15 years of age. A responsible adult (does not have to be a parent or legal guardian) must serve with any minor who is 16 or 17 years of age.

To be considered for community service opportunities with us, please complete the following:

1. **The minor and the adult serving with the minor must each create a Water Street Mission volunteer account online at wsm.volunteerhub.com.**
 - a. Be sure to check the box beside Comm. Service Hours – Ordered by Youth Aid Panel.
 - b. If there is a case manager or officer assigned to the minor’s case, please enter the case manager’s/officer’s name and contact information in the application.

You will receive an automated email that your account has been activated, however, you will not have

permission to sign up for opportunities until further documentation has been received (see #2) and an orientation has been completed.

2. **Minor must submit a copy of his/her photo ID (driver's license or school ID) to the Volunteer Office.** This can be submitted via email (volunteer@wsm.org) or in person during Volunteer Office business hours.
3. **The minor and adult serving with the minor must attend a volunteer orientation.** Orientations last approximately 1 hour. This hour will count toward the total number of hours the minor needs to serve to meet the Youth Aid Panel requirements. Both individuals will receive an email invitation to register online.

Once you have completed this process, your account will be approved and you will receive account permissions to schedule service opportunities online.

For more information please contact the Volunteer Office at volunteer@wsm.org or (717) 393-7709 – option 4