

Churchville Nature Center
Community Service Program Policies

We appreciate your interest in completing your community service hours with the Churchville Nature Center. To complete those hours we require you abide by our program policies and restrictions laid out below. Failure to comply with any of these policies may result in the immediate termination of continued service. Hours will not be voided, but further progress towards completion will be denied. Upon completion, participants will receive a signed form that is your responsibility to deliver to your probation officer. A \$25.00 processing fee is required.

The following community service policies are mandatory. Read and sign below to acknowledge you have read and understand what is expected of each participating individual.

- Participants must conduct themselves in an appropriate manner while on nature center property. **Disorderly conduct of any manner will not be tolerated.** Adherence to all park rules is mandatory. Uncooperative, disruptive or otherwise problematic behaviors will result in dismissal and contact with parole officer.
- The following is prohibited: alcoholic beverages, drugs (without a prescription), leaving assigned work area without permission, smoking inside of any building or structure, indecent or profane language, immoral actions, vandalism, harassment or any type of disrespectful treatment of other individuals.
- Participants must sign-in and sign-out with a CNC staff member on each work day to approve hours.
- Participants are responsible for their own transportation to and from the nature center.
- Lunch breaks must be cleared with supervising staff member. Lunch breaks under thirty minutes will not result in deducted hours for individuals serving over 3 hours in a day. Meals will not be provided by CNC.
- Work hours must be scheduled at least one day in advanced. Availability on any given day is not guaranteed. Same-day calling is permitted, but no hours will be given for individuals who show up without scheduling with their supervising staff member. Ultimately it is the participant's responsibility to become available to complete work hours before their court ordered time limit.
- Cancellation or rescheduling of work hours requires notification 24 hours in advance except in cases of explicit emergency situations where prior notification is impossible.
- Unless cleared in advance, participants are required to perform service hours at least once a month to remain active on our lists. Advanced notice of extended absence may be requested if needed.
- Tasks will often require participants to actively work outside. Proper clothing is required. Gloves provided.
- Cell phone use is not permitted during work hours. If cleared by supervising staff, participants may utilize headphones during specific tasks. Radios are not permitted.

By signing your name and the date below, you are acknowledging your compliance and understanding of the aforementioned policies. We again hold the right to terminate further progress of work hours with us for the failure to abide by the terms above. CNC reserves the right to deny applicants based on the offense/crime committed. We do not accept applicants with charges of assault, battery or any form of sexual assault. Other charges denied include theft, arson and kidnapping. We look forward to working with you here at Churchville Nature Center.

Signature of Applicant

Date

Signature of CNC Representative

Date