



Friends of Churchville Nature Center



Reconnect • Recharge • Renew

501 Churchville Lane, Churchville, PA 18966

E-Mail: churchvillenaturecenter@BucksCounty.org * Web-site: www.churchvillenaturecenter.org

Phone (215) 357-4005 Office Hours: Tuesday to Sunday, 10:00am-5:00pm

Community Service Program Application

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. Failure to comply with any of these policies may result in the immediate termination of continued service. Hours completed up to the point of expulsion will only be denied when the cause of expulsion prevented proper use of served time as outlined in this document. The center reserves the right to deny any applicant based on the offending charge which must be accurately provided before beginning service. We do not accept applicants with charges of assault, battery or any form of sexual assault. Other charges denied include theft, arson and kidnapping.

Upon completion, participants will receive a signed form that is your responsibility to deliver to the appropriate party. A one-time administrative fee of \$25.00 is charged per service cycle and must be received by the second scheduled work date. A completion letter will not be distributed until payment is received. Records for completed service will be saved at least for up to one year from the date of completion unless otherwise requested.

We do not guarantee the completion of your hours. We hold no responsibility for your time management, but will provide ample opportunities to complete your hours in a timely manner. We reserve the right to deny service where completion of hours in a requested time frame is impossible.

To the best of your ability, please complete the following form. Failure to provide the required information or intentional falsification of information may result in immediate termination of continued service.

General Information

Last Name _____

First Name _____

Age _____ Date of Birth _____

Offense/Charge _____

of Hours Assigned _____

Court Municipality _____

Due Date (if any) _____

Street Address _____

City/Town _____ State _____ Zip Code _____

Email Address _____

Home # _____

Cell # _____

Medical Conditions/Physical Limitations _____

Emergency Contact (name & number) _____

<p>For Administrative Staff Only Comments on Application:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">Initials: _____</p>
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Community Service Policies

The following policies and guidelines must be followed to prevent termination of service.

- Participants must conduct themselves in an appropriate manner at all times. **Disorderly conduct will not be tolerated.** Adherence to all park rules is mandatory. Uncooperative, disruptive or otherwise problematic behaviors will result in dismissal and be reported to your case worker or the courts.
- The following are 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 the program coordinator or with a specifically assigned staff member.
- Participants are responsible for their own transportation to and from the nature center.
- Lunch breaks must be cleared with supervising staff member. Lunch breaks of up to 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. Ultimately it is the participant's responsibility to complete hours within the limits of our hours.
- In the need to cancel/reschedule a work day, please do so in advance of the day unless an emergency occurs.
- Tasks will often require participants to actively work outside. Proper clothing is required, especially footwear. No sandals. Gloves are provided, but it is recommended you come with your own preferred work gloves. Clothing cannot represent offensive/intolerant/hateful language or imagery.
- Cell phone use is not prohibited during work hours, but will be restricted if it impedes on one's ability to complete their assigned tasks. If cleared by supervising staff, participants may utilize headphones during specific tasks. Radios and/or loud music are not permitted in most cases.

By signing your name below, you are acknowledging your compliance and understanding of the aforementioned policies. You also agree that the information provided is accurate to the best of your knowledge. We again hold the right to terminate further progress of work hours with us for the failure to abide by the terms above as well as based upon the offense/crime committed.

Applicants agree to release the Friends of Churchville Nature Center and the Bucks County Department of Parks and Recreation and any employees thereof from any liability for injuries or losses that may occur while completing service hours. Applicants hold a right of refusal to not participate in any assigned activities that they deem as morally/religiously compromising, inappropriate or hazardous to their health..

Signature of Applicant

Date

For parents/guardians of community service volunteers under the age of 18:

By signing below, I hereby give my son/daughter permission to complete his/her community service obligations at the Churchville Nature Center. I hereby release the Bucks County Department of Parks and Recreation, the Friends of Churchville Nature Center and any employees thereof from any liability that might be incurred during the course of their service. I also give the Churchville Nature Center permission to keep this information on file for future reference.

Signature of parent/guardian

Date

Signature of CNC Representative

Date