



## Community Service

Individuals looking to complete their community service hours in any area at Greater Des Moines Habitat for Humanity must do the following:

- Contact the Volunteer Manager to go over the guidelines and pick up your Community Service Timecard before scheduling. If you volunteer with us prior to receiving a Community Service Timecard, we will not be able to count those hours.
- Know what days and hours you are available to work when you come to pick up your timecard.
- Schedule your hours in advance. If you wait until the last minute, we may not be able to accommodate you.
- Please read the specific volunteer information for the area you are scheduled to work for. For Youth Policy, [click here](#).
- Each workday, sign in on the volunteer sign-in sheet and indicate that you are working community service hours by a “CS” in the column marked “Volunteer Category”. This is how we will verify the hours you worked. Please print your name clearly.
- Know that it is your responsibility to record your hours—bring the timecard with you every time you work and make sure you fill it out completely. Lunch hours do NOT count.
- Have your Habitat supervisor initial the timesheet at the end of every shift.
- Do NOT lose your card! If your card is lost, we will not be able to verify your hours. It might be a good idea to photocopy your card periodically to prevent losing all your hours if this does happen. We are willing to keep a photocopy on file for you.
- Return the timecard to our office when you have finished your required hours. Your timecard hours will then be verified by the volunteer sign-in sheets and your paper work sent to the appropriate person/office.

Volunteer Manager - Amber Duimstra - (515) 471-8686 ext 107



make a difference

volunteer

donate

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