

Volunteer Prince William Alternative Community Service

Standards of Conduct

You are entering into a contract with Volunteer Prince William (VPW) to perform community service work (CSW) at a site selected based on its proximity to your home and a schedule compatible with your own.

A work schedule will be developed jointly by you and your site supervisor that will largely be determined by the needs of the site. You are expected to work the assigned schedule. Any adjustments to your schedule must be approved **in advance** by the site supervisor. If you cannot report as scheduled **for any reason** you must notify your community service site in advance of the time you are expected. In the event of an emergency you must notify the site as soon as possible.

You are expected to comply with the standards of performance and conduct set forth by the site. All assigned work projects shall be completed as directed by the site supervisor and in compliance with the quality standards of the site.

You **must** perform an average minimum of ____ CSW hours **each week** for the duration of this contract; begin your CSW not later than one week from the date of this contract; and sign in and sign out at the site to receive credit for the CSW hours performed.

Failure to report for service as scheduled by the site, performing unsatisfactory work and/or unacceptable conduct may result in your case being returned to the court as **non-compliant**.

If you are **terminated/fired** from your assigned site for any reason **you are required to contact the VPW ACS Coordinator within 24 hours**.

Use or possession of alcohol and/or any controlled substances while at your assigned site is prohibited and can result in criminal charges, termination from the site or both.

You are expected to maintain proper grooming and attire at all times. All clothing must be modest, presentable (clean) and cannot display objectionable or offensive designs or language.

Disrespect of site personnel as well as inappropriate and or/abusive language or behavior **will not be tolerated** and may be cause for termination from the site and/or program.

You **must arrange your own transportation** to and from the community service site.

You are **not** allowed to have family members or friends accompany you at the site while performing community service work. You will not be scheduled to work concurrently with friends or family members participating in the program.

The operation of personal electronic devices is **not** permitted during service hours.

Failure to perform any CSW for a period of three months may result in your file being closed for non-compliance and returned to the court for further action.

There are **NO REFUNDS** for self-referral fees.

I, _____, do hereby agree to complete _____ hours of community service work as required. I shall report to my assigned site at least once weekly and work the scheduled hours assigned. I understand that failure to comply with the guidelines as described in this document may result in my termination from the ACS program.

Date: _____ Client: _____

Parent/Guardian: _____
(If juvenile client)