



**Humane Society
of Lebanon County**
150 N. Ramona Rd., Myerstown, PA 17067

150 N. Ramona Rd, Myerstown, PA 17067
 Phone: (717) 628-1369 Fax: (717) 866-2782
 Email: kcese@LebanonHumane.org
 Website: www.LebanonHumane.org

Court-Ordered Community Service Application

To apply: Please fill out the application below and submit to Katie Heffner-Cese, Operations Manager, either by email (see above) or fax, or in person at the shelter. After submitting your application you will be contacted to be notified of whether we are able to accommodate you as a community service volunteer. We will need a copy of your community service order from the court, and a copy of your photo ID for our files.

Please take note: Depending on the number of applicants we have at the time, and how many hours you must complete, we may not be able to accommodate you immediately or at all. All community service applicants **MUST** be 18 years of age or older.

When your hours are completed, inform the front office staff and submit your completed hours log to them. The volunteer coordinator will write a letter for your case manager/ probation officer confirming your hours and will send to them via email or fax. Please indicate how you would like to receive a copy of your hours log and letter for your personal records:

Circle one: Mail to my home address Email Pick up at shelter

Name _____ Date of Birth _____

Street Address _____

City _____ Zip _____ County _____

Phone _____ Email _____

Case manager/probation officer's name _____

Case manager/probation officer's email _____

Case manager/probation officer's phone _____

Case manager/ probation officer's fax: _____

Number of Hours Required _____ Date Hours must be completed by _____

Please list any medical conditions or allergies _____

OVER →

Court-Ordered Community Service Rules and Regulations

If you are accepted to perform community service hours at the Humane Society of Lebanon County you must understand, accept, and follow the rules and regulations that are stated below. Failure to comply with these terms will result in immediate termination of community service eligibility at the Humane Society of Lebanon County, voiding of hours performed, and communication of status to the volunteer's case manager or probation officer.

Please initial_____

Community service volunteers must sign in and out at the front desk on each day that they are volunteering at the shelter. Please make a note on the hours log what activities you completed for the day and have a staff member sign the log. **Please initial**_____

If you are taking a break longer than 5 minutes- to eat, smoke, or make a phone call, etc- you must sign out in the hours log. **Please initial**_____

Volunteers must work diligently during their period of service. Community service volunteers will take direction from staff and thoroughly complete all tasks assigned to them. Volunteers should notify staff when they have finished a task so that another may be assigned.

Please initial_____

Community service volunteers must wear closed-toed shoes and appropriate and safe clothing while working. The majority of the tasks you will be completing at the Humane Society include general shelter cleaning: washing dishes, doing laundry, sweeping, mopping, trash removal, etc. Please understand that your clothes may get dirty. **Please initial**_____

Community service volunteers will keep confidential any and all information about animals at the Humane Society and are ineligible to adopt during their period of service.

Please initial_____

Community service volunteers will interact with all staff, volunteers, and other community service volunteers in a respectful and pleasant manner at all times. **Please initial**_____

Community service volunteers will treat all shelter animals with kindness and compassion at all times. **Please initial**_____

I, the undersigned, agree to all the above terms and conditions as a condition of my continued community service work at the Humane Society of Lebanon County.

Signature_____ **Date**_____