

Save the Manatee Club

Community Service / Court-Ordered Volunteer Agreement

1. You must call 407-239-0990 or email agrecos@savethemanatee.org to schedule a time slot to volunteer. Our office is open Monday – Friday, 8:30am – 4:30pm. Do not come to the office without scheduling a time slot. Time slots and scheduling are subject to approval by Save the Manatee Club (SMC) staff. SMC staff will not contact you to schedule time slots; you must contact SMC yourself.
2. If you have to reschedule or cancel your time slot, call or email SMC as soon as possible. If you do not come to your scheduled time slot without calling or emailing on more than one occasion, you will be asked to find someplace else to volunteer.
3. Please sign in and out on the clipboard. If you leave the office for lunch or anything longer than a bathroom break, please sign in and out.
4. You are ultimately responsible for keeping track of hours volunteered and for asking SMC staff to provide verification of your service well in advance of when it is due.
5. You may bring headphones to listen to something while you fold or check items, but do not bring other distracting work. This includes laptops, books, and other work.
6. SMC reserves the right to terminate the agreement for community service / court-ordered volunteering if the participant does not show up for their scheduled time slot, or is unproductive, disruptive, or in any way negatively impacts the accomplishments of the organization's mission.

Participant Name

Participant Signature

Date

Save the Manatee Club
Community Service / Court-Ordered Volunteer Request

Name:

Address:

Phone:

Email:

Reason for community / court-ordered service:

Number of hours needed:

Community / court-ordered service contact:

Name:

Phone:

Email: