



Disclosure Guidelines for Court-Mandated Community Service

The Greater Lansing Food Bank (GLFB) aims to engage volunteers of all ages and backgrounds in hands-on experiences that directly support the GLFB and partners. The following guidelines have been developed to enhance the transparency we need in working with court-mandated community service volunteers. It is our intent to provide a safe, productive, and rewarding experience for all volunteers. It is GLFB policy that all volunteers disclose the reason for their service and, if it is court-mandated, provide documentation as to the terms of the service required. Service hours will not be released to the court until this documentation is received.

1. Documentation must be completed before service hours begin.
2. Disclosure must include both present and previous convictions on record.
3. GLFB reserves the right to accept or deny volunteer service based upon the disclosure.
4. GLFB reserves the right to confirm the disclosure with the court system.
5. All paperwork, including this disclosure document, will be treated as confidential and only shared with pertinent staff on a need-to-know basis.
6. GLFB recognizes a volunteer's right to privacy and will not disclose any information about him/her to an outside source without prior written consent, unless otherwise required by law.

Guidelines for Volunteers with Criminal Records

The GLFB will not place volunteers convicted of offenses that may in any way endanger the safety of other volunteers, staff, the security of the building, or partner organizations. While the GLFB recognizes and appreciates the service of all volunteers, including those with criminal records, our priority is to protect and safeguard the mission, name, and productivity of the GLFB.

Restrictions on Service of Volunteers

The GLFB cannot place volunteers who:

1. Are currently charged with or have been convicted of a violent crime.
2. Are currently charged with or have been convicted of a sex crime.
3. Are currently charged with or have been convicted of a major theft or burglary.
4. Are currently charged with or have been convicted of drug sales.

The GLFB reserves the right to make discretionary choices about the placement of individuals charged with other crimes.

Documentation/Tracking of Hours

It is the responsibility of the volunteer to sign in and sign out on GLFB tracking sheets as instructed by GLFB staff. In addition, we request that volunteers keep track of their own hours and notify us at least 24 hours in advance of needing a letter confirming service. (Preferably on your 2nd to last volunteer shift) All service hours totals are generated from the tracking sheets. You must sign in and out for accurate counting of service.

Court Ordered Service Disclosure

Today's Date: _____

First Name _____ Last Name _____ Date of Birth _____

Total Service Hours _____ Required Date of Completion _____ Date Assigned _____

Charge/Violation _____ Case # _____

Are these the total hours assigned to you by the court system? _____

List any previous convictions, misdemeanors, or felonies (Required) _____

Probation Officer/Court contact name _____

Court they work out of _____ Phone # _____

Address to which we will provide documentation, if need be _____

I, the undersigned, affirm that I am at least 18 years of age or I am the parent/legal guardian, and am freely signing this agreement. I certify that I have read and understand the guidelines contained in the Greater Lansing Food Bank "Disclosure Guidelines for Court-Mandated Community Service." I intend to follow the above guidelines and understand that my continued service and complete documentation will be contingent upon my ability to work productively and safely within these guidelines. I certify that the above information is accurate and complete. I give Greater Lansing Food Bank authorization to verify any and all information provided with appropriate court systems.

Legal signature

Today's Date

Printed Name