



## 1000 Islands Environmental Center's Expectations of Community Service Workers

- You may work by appointment only. There are no walk in hours. Minors may work on days off of school, or special work times can be arranged on days of early dismissal
- Workers are expected to show up on time or call to let staff know you will not be available as scheduled (920-766-4733). Failure to do so will result in you being unable to complete your community service at 1000 Islands
- Dress appropriately for the weather. Most often the work is outside
- When you arrive each day to work, you must sign in on the clipboard located in the Director/Naturalist's office. You must write legibly and under the correct day or you will not receive credit for your hours worked
- Do tasks assigned efficiently and correctly
- If there are any questions, PLEASE ask
- If staff does not believe you have done a task to the best of your ability, you will not be allowed to finish your community service at the Environmental Center
- Be courteous to staff, visitors and other volunteers
- No visiting with family or friends during work periods. Cell phone use is not permitted during work time

*I have read (and/or heard an explanation of) each of these expectations and agree to comply with all of them. If I do not comply with any of the above expectations, I understand that I may not receive credit for the hours worked that day and/or may not be allowed to complete my community service hours at 1000 Islands.*

Worker's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Parole Agent/Agency \_\_\_\_\_ Hours to Complete \_\_\_\_\_ Due Date \_\_\_\_\_

Have you ever been convicted of theft/burglary or child crimes?\* Yes \_\_\_\_\_ No \_\_\_\_\_

*\*Per 1000 Islands Environmental Center's policy, individuals with a history of these charges will not be permitted to complete hours at this location.*