



**Humane  
Society**  
of Chittenden County

*Where Best Friends Meet*

## **HSCC Policies and Requirements for Community Service Applicants**

### ***Who completes community service hours?***

Individuals required to complete community service hours may do so at HSCC. Community service hours may NOT be completed through dog walking or socializing with the animals. Volunteers are responsible for their own hours and must document their hours in the volunteer log book. A minimum commitment of 20 hours is required, and hours must be signed off by a staff person at the end of each shift.

All community service applicants must meet and abide by the requirements and policies outlined below.

### **School/ College Credit - Applicant Requirements**

#### ***How may community service requirements be completed at HSCC?***

Community service hours for school/college credit may be completed in one of two ways, depending on HSCC needs at the time:

- 1.) Morning Animal Care (2 hour commitment per week) - Consists of feeding the cats and small animals, cleaning their enclosures and sweeping and mopping the lobby area. This takes place between the hours of 8:30 to 11am everyday.
  
- 2.) Afternoon Cleaning (2 hour commitment per week) – Involves facility cleaning; keeping a clean and healthy environment for the animals. This may include doing laundry, washing dishes, sweeping/mopping floors, cleaning windows and/or other projects as needed. This takes place between the hours of 11:30am to the time the shelter closes everyday.

*(Student must be 16 years of age unless accompanied by a parent or an adult chaperone.)*

Student community service volunteers must:

- ✓ Complete and submit volunteer application.
- ✓ Attend a volunteer orientation.
- ✓ Sign a Student Community Service contract.

## **Court-mandated - Applicant Requirements**

### ***How may community service requirements be completed at HSCC?***

Court mandated community service hours may only be completed through Afternoon Cleaning. Volunteers spend time doing facility cleaning duties such as laundry, washing dishes, sweeping/mopping floors, cleaning windows and/or other projects as needed. Court mandated community service volunteers have no contact with shelter animals and must be a minimum of 16 years of age.

Individuals who need to fulfill court mandated community service hours will need to provide the following in writing:

- Court documentation of offense
- Number of hours to be completed
- Deadline for completion
- Court contact information if possible

HSCC does not accept any offenses that involve violence, drugs, theft or animal neglect/abuse crimes into this program.

All court mandated community service volunteers must:

- ✓ Complete and submit a volunteer application.
- ✓ Schedule an interview with HSCC Volunteer Coordinator.
- ✓ Attend a volunteer orientation.
- ✓ Sign a Court-Mandated Community Service contract.

For further information, please contact Melissa Westerfield, Volunteer Coordinator at 862-0135 ext.14 or [melissa@chittendenhumane.org](mailto:melissa@chittendenhumane.org).