

Community Service & Class Schedule

Purpose of form: To outline when community service projects and educational classes will be conducted so that respondents can receive their assignments in advance.

Reason for form: Youth courts that organize community service projects for groups of respondents and conduct educational classes that respondents are required to attend will benefit from having a schedule of events outlined in advance. As soon as respondents are sentenced, their individual schedule can be outlined so they know when and where they need to be and how long it will take them to complete their sentencing requirements.

Suggested ways to use the form:

- Review and make adjustments to form based on your program's policies and procedures.
- Use the form to plan community service projects and classes at least 3-6 months in advance.
- Have the form available when meeting with the respondent and his/her parent/guardian after the youth court hearing.
- Use the information on the form to schedule how and when the respondent will fulfill his/her community service hour and educational class requirements.
- Include a list of the respondent's personal schedule of events on his/her sentencing recommendation form so he/she will have a copy of his/her specific schedule in writing.
- Include any special instructions or information related to the community service assignment or class that you need to provide to the respondent.

Example:

Date: Saturday, March 27, 2004
CS Placement Site/Project or Class: Food Bank
Address: 555 Circle Dr.
Time: 10:00 a.m. – 4:00 p.m.
Number of Credit Hours: 6 hours
Special Instructions: Meet in the Food Bank parking lot at 10:00 a.m. All volunteers must be picked up at 4:00 p.m.

Date: Wednesday, March 31, 2004
CS Placement Site/Project or Class: Shoplifting Prevention Class
Address: Youth Court Office – 222 Park Place
Time: 7:00 p.m. – 8:30 p.m.
Number of Credit Hours: 1.5 hours
Special Instructions:

[Insert Program Name]
Community Service Placement and Class Schedule

Date: _____
CS Placement Site/Project or Class: _____
Address: _____
Time: _____
Number of Credit Hours: _____
Special Instructions:

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