

## **Teen Court Community Service Time Sheet Instructions**

1. Choose your worksite carefully and be prepared to:

- **maintain a schedule and be on time**
- **dress appropriately, according to the requirements of the worksite**
- **display a positive attitude, be polite and respectful**
- **work hard and show initiative**
- **accept direction from your supervisor and learn from this work experience**

Failure to comply with these requirements could result in termination of community service and your case may be returned for further legal action by the State Attorney

2. Defendants are responsible to call, arrange and maintain a schedule with a supervisor at the agency where they plan to serve their community service hours. Co-defendants will not be allowed to do community service hours together.

3. Dates and times **must** be documented accurately on the defendant's Community Service Time Sheet or formal letterhead. Upon completion of required hours, a representative of the worksite **must** sign the time sheet. A parent or family member may not sign your timesheet.

4. If your timesheet is misplaced, it is your responsibility to get a new timesheet from Teen Court. If the lost timesheet contained previously recorded dates, times and signatures, it is your responsibility to get all the missing information replaced. If you are utilizing multiple worksites, community service hours must be documented on separate timesheets.

5. Remember that these worksites are helping you to satisfy the terms of your Teen Court sentence. Make sure you are aware of and comply with the rules of your worksite. If you are unable to work as scheduled due to an emergency, you are expected to contact the agency and let them know.

6. If you are "fired" from your work site you will lose credit for any community service hours from that site and may possibly fail Teen Court resulting in your case being returned to the State Attorney's Office for further prosecution.

**Definition of a Non-Profit Agency or Organization: an organization that is incorporated and exists for educational or charitable reasons.**