

Protocol for court-ordered volunteers

DC Central Kitchen provides opportunities for court-ordered volunteers to complete required service hours during our regularly scheduled volunteer shifts. Volunteers doing court-required service for DCCCK must not have an assault, destruction of property or disorderly conduct charge.

Court-ordered volunteers must follow the below intake and reporting requirements:

- 1.** You must call or email DCCCK Volunteer Coordinator Carolyn Parham (202-234-0707 x 108 or cparham@dccentralkitchen.org) at least one business day before you want to start volunteering to schedule a meeting with her. At the meeting, you will learn about expectations and regulations, and agree to times and dates that you will work. Court-ordered volunteers cannot register for shifts using our online registration system. No hours registered online will be counted in court paperwork.
- 2.** Your first volunteer shift must be on a weekday morning from nine to noon. After that, available shifts are from nine to noon seven days a week, and from 5 to 8 p.m. on Mondays, Thursdays and Fridays. There may be opportunities for volunteers who work on weekday mornings to stay into the early afternoon on some days.
- 3.** Court-ordered volunteers can only work at DCCCK from August 1 to May 31. We can accept no more than five court-ordered volunteers on a given shift, and we cannot guarantee that volunteers will be able to work their first-choice shifts.
- 4.** At your introductory meeting, you will get a time sheet that you will need to get the volunteer coordinator or evening/weekend supervisor to sign during each shift that you work.
- 5.** Once you complete your required hours, you must turn in your time sheet to the volunteer coordinator, who will submit it to court officials. You will receive a completion letter and copy of your time sheet.
- 6.** Your service opportunity can be terminated at any time for not following volunteer regulations. Grounds for discontinuation of service include but are not limited to displaying a disruptive behavior or attitude; failing to adhere to DCCCK's dress code; or failing to show up for assigned shifts on time.