

Community Service Rules

Before you start:

1. You must have a valid US photo ID.
2. You must submit an application before working – it may take up to 3 to 4 days to be notified by LEC if you are approved to do Community Service at our facility.
3. We do not offer hours to individuals with violence, fraud or theft.

After Approval:

1. You must schedule hours 1 day in advance by calling or visiting the LEC office.
2. You must check-in/sign-out at the front desk in office.
3. Dress code must be followed at all times, or you will be sent home.
4. If you are running more than 10 minutes late, you must call in.
5. If you refuse your assignment or do not show reasonable effort, you will be sent home and not allowed to return.
6. You must sign out for all breaks and advise your LEC Supervisor.
7. You may keep your cell phone with you for emergencies. If you abuse this privilege you will be asked to leave your cell phone in your vehicle.
8. You must only go into LEC storerooms, closets, shop, offices where you have been given permission. You will often be assigned to work with an LEC team member, you must advise them when you need to go anywhere other than the assigned area.
9. You may not show signs of alcohol or drug use.
10. You may not use electronic devices.
11. You must be able to work at least 2 hours.
12. Community Service workers will not be allowed to operate any motorized equipment.
13. Community Service workers will not be allowed in the maintenance shop.
14. Community Service workers will be allowed to do cleaning, which includes sweeping, picking up trash, mopping, wiping down stalls, tables, and chairs.
15. At LEC discretion you could be sent home at any time and possibly be asked not to return for any more hours.

Signature

Date

Scheduling

1. You must schedule hours 1 day in advance by calling or visiting the LEC Fairgrounds office.
2. You must check-in/sign-out at the front desk in office.
3. If you are running more than 10 minutes late, you must call in.

Dress Code

1. Must wear LEC Fairgrounds yellow safety vest at all times.
2. Must wear jeans or other long pants without rips and boots or tennis shoes (no open toed shoes) for your safety. Shoes/clothing that you don't mind getting dirty or snagged and are comfortable to walk, work and stand in is also recommended.
3. Clothing appropriate to working outside is required for any shift including snow, cold, rain, heat. Coat, gloves, hats, long sleeves/sunscreen, and/or bug spray are recommended. If you forgot yours, ask your LEC Supervisor if you can borrow from our supply.
4. No clothing, hats or tattoos with inappropriate language, symbols, or pictures is allowed to be visible.

Conduct

1. Dress code must be followed at all times, or you will be sent home.
2. If you refuse your assignment or do not show reasonable effort, you will be sent home and not allowed to return.
3. You must sign out for all breaks and advise your LEC Supervisor.
4. You may keep your cell phone with you for emergencies. If you abuse this privilege you will be asked to leave your cell phone in your vehicle.
5. You must only go into LEC storerooms, closets, shop, offices where you have been given permission. You will often be assigned to work with an LEC team member, you must advise them when you need to go anywhere other than the assigned area.
6. You may not show signs of alcohol or drug use.
7. You may not use electronic devices.

Volunteer Signature

Date

LEC Fairgrounds Office/Supervisor conducting orientation

Date

Community Service Application

Name: _____

Address: _____

Phone: _____

Emergency Contact – Name: _____

Emergency Contact – Phone Number: _____

Reason for Community Service Order: _____

Number of hours needed: _____

Physical / Mental Limitations: _____

Previous Work Experience (check if experienced):

Janitorial Maintenance Grounds Keeping Office Food Service

Other (please specify) _____

(Attach copy of valid US Photo I.D.)

Signature

Date

Emergency Contact Form

Volunteer Information		
Name:		Date Updated:
Street Address:		
City:	State:	Zip:
Home Phone:	Mobile Phone:	Work Phone:
Email Address:		
Emergency Contact		
Full Name:		Relationship:
Street Address:		
City:	State:	Zip:
Home Phone:	Mobile Phone:	Work Phone:
Email Address:		
Alternative Emergency Contact		
Full Name:		Relationship:
Street Address:		
City:	State:	Zip:
Home Phone:	Mobile Phone:	Work Phone:
Email Address:		