



Community Service Information

Please find below instructions to complete community service *and* receive proof of hours served. **We can provide a community service letter that documents your total hours served with our letterhead, EIN number, and signature from our Volunteer Engagement Manager.**

- We offer volunteer opportunities for students who need community service hours to graduate.
- We offer volunteer opportunities for individuals with court mandated service hours. If you have written documentation from the court, probation officer, and/or attorney stating the number of hours required, this is helpful to provide at the start of your service. We can sign court documents in the office as well.

We provide equal opportunity without regard to race, color, religion, origin, gender, sexual preference, age, or disability.

To SCHEDULE Volunteer Opportunities:

- Sign-up to volunteer through SignUpGenius on the volunteer page of our website.
- If you have 25+ hours to complete in a limited amount of time, email our Volunteer Engagement Manager staff_mgr@feastofjustice.org and they can work with you to create a schedule that fits your needs and specific due date. Please budget 3-5 days for a response.

To REQUEST a Community Service Letter (Proof of Hours):

- We can provide a validation letter for you. It will be written on our official letterhead stating what days you served, how many hours were completed, and describing job duties completed while volunteering.
- Please provide the following information in an email to staff_mgr@feastofjustice.org in order to request a community service letter: (Please allow 3-5 days maximum to receive your letter)
 - First/Last Name
 - Total hours needed to complete (**court mandated**)
 - Days you served/Total hours you've completed
 - If you do not have this information, please indicate where the Volunteer Manager can find this info (Volgistics, Tablet sign-in, Community Service Log)
 - The due date of completion of hours

For questions regarding the policy and procedures, or for inquiries, contact us at staff_mgr@feastofjustice.org or 215-268-3510 ex 2