



## Court-Ordered Community Service

Court-Ordered service is for individuals needing to complete community service hours in place of a fine, probation purposes, etc. You must be referred to Central California Food Bank from HandsOn Central California (HOCC). Please contact HOCC at 559-237-3101 before signing up for a shift.

### Please review the following guidelines to successfully complete your required community service hours after meeting with HOCC.

- You must create a profile and register for shifts on our website at <https://ccfoodbank.org/volunteer>. All volunteers are responsible for registering for their shifts and tracking their own hours.
  - Hours will not be changed or altered unless proof is provided.
  - Full shift hours are not guaranteed.
- Below is the list of approved volunteer opportunities for court-ordered individuals. Any hours completed outside of the list below will need prior approval from CCFB staff.
  - **Distribution Center:** Volunteers will be packing meal kits or sorting produce prior to distribution to our families, children, and individuals in need.
    - **Monday – Friday (8:00am-10:30am and 11:00am-1:30pm)**
    - Age Requirement: 15 years old and under must volunteer with an adult.
  - **Groceries2Go:** Volunteers will assist neighbors by appointment only with an emergency meal box, a range of fresh fruit, vegetables, dry foods, and/or dairy products to their vehicles. Volunteers may also help answer phone calls, data entry, and re-stock the pantry.
    - **Monday – Friday (7:30am-10:30am & 10:30am-1:30pm)**
    - Age Requirement: 15 years and older without an adult
  - **First Fruits Market:** Volunteers will support neighbors navigating our new free-to-use grocery store at Fresno Mission's City Center. Tasks may also include restocking pantry items, inventory management, and coordination of intake and checkout.
    - **Wednesday, Friday, & Saturday (7:30am-10:30am & 10:30am-1:30pm, 1:30pm-3:30pm)**
    - **Tuesday and Thursday (10:30am-1:30pm, & 1:00pm-3:30pm)**
    - Age Requirement: 15 years and older without an adult

- **Saturday Sort Days and Volunteer Nights:** Volunteers will be assembling emergency meals boxes or bags for distribution for the local community.
  - **First Saturday of the Month (8:00am-11:00am)**
  - **Third Wednesday of the month (4:00pm-6:00pm)**
  - Age Requirement: 15 years old and under must volunteer with an adult.
- All service hours are verified through our online Volunteer Check-In Kiosk at the front lobby. **Please be sure to sign-in and out for each individual shift to receive credit for hours served.**
  - Volunteers are responsible for signing in and out on our Volunteer Check-In Kiosk located in the front lobby.
  - If you do not sign in and/or out at the front lobby, you will automatically be given zero hours.
  - Your hours are tracked by the minute you sign in and out. For instance, if you sign in at 10:58am and out at 1:59pm, your actual hours credit will be 3.02.
- You may check your hours from your profile by going to the “View of Print Volunteer Activity History.” Go to <https://youtu.be/p6mtlXplfXQ> for help.
- CCFB staff will complete your timesheet at the completion of your hours based on the online system.
- Please allow up to 3 business days for processing after you have submitted your request after all hours are completed to be sent to HOCC.

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**You may contact Volunteer Services for any & all questions at [volunteermanager@ccfoodbank.org](mailto:volunteermanager@ccfoodbank.org) or (559) 237-3663 ext. 1140.**