



Habitat for Humanity® of the Mississippi Gulf Coast

Building houses in partnership with God's people in need since 1987

04.19.10

Community Service/Hour Documentation Procedure

Habitat for Humanity of the Mississippi Gulf Coast accepts all volunteers from any faith, race, or background that are 16 or older. Volunteers can originate from church groups, schools, other Habitat affiliates, military installments, and community service. For the individuals completing community service hours or any hours requiring documentation, these are the following steps you would take in order to schedule and verify your hours:

1. Register online at <http://www.regonline.com/volunteer> if you are coming from out-of-town and/or are part of a team using the "Volunteer for one week with housing" or "Volunteer for one week with no housing" options. If you are a local volunteer, you may also register online at the link above using the "Single Day Volunteer" option.
2. Out-of-town volunteers will receive their site information on their first day of work. Local volunteers will schedule directly through the Volunteer Services Specialist (VSS), Loren Moylan. After registering online, local volunteer hours can be set up via email at volunteer@hfhmgc.org or phone at 228-314-0011 x. 310. You must contact the VSS each time you want to volunteer to schedule a site.
3. Please be sure to arrive to your designated site on time. If you arrive after the start of the work day, you may be sent home and will not be able to receive hours for the day.
4. Bring your timesheet with you to the worksite each day that you volunteer, so that the supervisor can verify your hours. The VSS **cannot** provide you with a documentation letter unless you have a completed timesheet with a HFHMGC Construction or Assistant (AmeriCorps State members included) Supervisor signature.
5. Volunteers must work at least four hours on the work site (8AM-noon). Hours will only be signed off on by supervisors at noon (lunch break) and at the end of the day (4PM). Exceptions to this will be made as needed for weather delays/cancellations/etc.
6. The HFHMGC Construction Supervisor must sign your timesheet **the day(s) you volunteer**. Timesheets will not be signed on any other date.
7. Once you have completed your required hours, please fax, email or bring in a copy of your timesheet to the VSS. The VSS will complete a letter for you documenting the time you have volunteered with HFHMGC based on your timesheet within 48 business hours.

Habitat for Humanity of the Mississippi Gulf Coast hopes that you have a good experience on the worksites and continue to volunteer with us. If you have any questions please contact Loren Moylan at the information provided below.

Loren Moylan
Habitat for Humanity of the MS Gulf Coast
Volunteer Services Specialist
228-314-0011 ext 310
volunteer@hfhmgc.org

Serving families in need in Harrison, Jackson & Stone counties

1636 Popp's Ferry Road, Suite M-13 – Biloxi, MS 39532
Phone: (228) 314-0011 · Fax: (228) 314-0031 · www.hfhmgc.org

