

**Office of the State's Attorney for Worcester County  
Alternative Community Service Program**

106 Franklin Street  
Snow Hill, MD 21863  
Telephone: 410-632-4412

**GUIDELINES FOR COMPLETING COMMUNITY SERVICE (ACS)**

Community Service is defined as volunteer work. You should not receive money or other type of compensation for that work. Follow these guidelines to ensure your Community Service will be accepted by this office.

It is your responsibility to make contact with an organization listed below. You may perform community service in any state within the U.S.A. You can "split the hours" between approved agencies, but you will need to account for all of the assigned hours.

**Not all non-profit organizations qualify for this program, please call to confirm.**

**If you completed community service in another county or state for any reason (criminal, personal or school project) that organization may not be acceptable for this particular program. Please call to confirm.**

Community Service is limited to and **(must)** be performed at one of the following organizations/agencies listed:

Homeless Shelter	Soup Kitchen	College (Maintenance or filing) <b>No Sports Programs</b>
Make a Wish Foundation	Meals-on-Wheel	<b>ACS must be for the college and not through the college</b>
Senior Citizen Center	YMCA ( <b>No Sports</b> )	Animal Shelter/SPCA ( <b>Cleaning cages, laundry</b> )
Rec. and Parks ( <b>No Sports</b> )	City/Town Office	Goodwill ( <b>Except Maryland Residents</b> )
Elks/Moose/Lion Club	Boys & Girls Club	Church/Temple/Religious Entity
Thrift Shop	Nursing Home	Cancer/Diabetes/MS/MD Foundation
Amer. Legion/Rotary	VFW	Salvation Army/Habitat for Humanity
Library	Red Cross	County/Township/Borough Office ( <b>Maintenance</b> )

**Not Eligible for Community Service:**

Sport or athletic program	College fraternity/sorority	Political campaign/function	Day Camp	Fire or Police Dept.
Any children's activity	Business club/organization	Public Defender or any legal agency	Day Care Center	
Government agency	Business of any kind	Pre-K, Kindergarten, Middle or High School	Overnight retreat	
"On Line" Internet Community Service	Homeowner/Neighborhood Association	Any type of fundraising		

**If you are unsure that an organization you selected qualifies, please contact the program coordinator before starting the community service or you may have to repeat the ACS, again.**

**Community Service Verifications Instructions**

**A supervisor from the organization should address a verification letter, to me, on the Organization's (original) Letterhead with their logo.** The dated letter must include your name, case/citation number, total number of hours completed and a brief description of what you did. The site supervisor must sign the letter and print his/her name and telephone number. *Relatives and close friends do not* qualify as supervisors. **Make sure you collect the verification letter from the organization and mail to the address above!** Keep a copy of your letter(s) and application fee for your records. Letters bearing an ink stamp or raised seal identifying the organization will be accepted on any paper other than official business letterhead. Letterhead with logo is preferred.

**ACS must be completed directly for an organization, not through a secondary organization.**

***This office does not send confirmation of received community service. Please call to confirm!***