

**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) No Sports Programs
Make a Wish Foundation	Meals-on-Wheel	ACS must be for the college and not through the college
Senior Citizen Center	Hospital (Only)	Animal Shelter/SPCA (Cleaning cages, laundry)
Rec. and Parks (No Sports)	City/Town Office	Adult Camp for Mentally/Physically Challenged
Elks/Moose/Lion Club	Boys & Girls Club	Church/Temple/Religious Entity
Thrift Shop/Library	Nursing Home	Cancer/Diabetes/MS/MD Foundation
Amer. Legion/Rotary	VFW/Red Cross	Goodwill/Salvation Army/Habitat for Humanity
United Way Agency	YMCA/YWCA (No Sports)	County/Township/Borough Office (Maintenance)

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

Any organization you choose must to be able to provide the letterhead/identification in the format we require. If they can not provide a letter to our specifications, you must locate a new organization that can. Make sure you check with the organization before start any community service hours!!!!

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.**

All proof of community service must be in letter form; a work sheet may be attached, but will not be accepted by itself. Acceptance of your verification letter is within the sole discretion of the State's Attorney's Office.

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