

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

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

GUIDELINES FOR COMPLETING COMMUNITY SERVICE

Community service is defined as volunteer work. You should not receive money or any other type of compensation. Follow these guidelines to ensure that your community service will be accepted.

It is your responsibility to make contact with an organization listed below. You may perform community service in any state. You can perform hours at more than one agency, 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.

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	YMCA (No Sports)	Animal Shelter/SPCA (Cleaning cages, laundry)
Rec. and Parks (No Sports)	City/Town Office	Goodwill (Except Maryland Residents)
Elks/Moose/Lions Club	Boys & Girls Club	Church/Temple/Religious Entity
Thrift Shop	Nursing Home (Admin. Only)	Cancer/Diabetes/MS/MD Foundation
Amer. Legion/Rotary	VFW	Salvation Army/Habitat for Humanity
Library	Red Cross	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 type of fundraising	Overnight retreat	
Business club/organization	Day Care Center	Public Defender or any legal agency	
Government agency	Business of any kind	Pre-K, Kindergarten, Middle or High School	
Internet Community Service	Day Camp	Homeowner/Neighborhood Association	

If you are unsure that an organization you selected qualifies, please contact the program coordinator before starting the community service.

Community Service Verification Instructions

A supervisor from the organization should address a signed verification letter, to Mallory F. Eckman, Community Service Coordinator, on the organization's letterhead. The dated letter should reflect the format as shown on the verification sheet provided on the back of this form. If the letter is in a format other than the format our office has provided, it may be rejected.

Relatives, close friends or friends of relatives do not qualify as supervisors.

Make sure you collect the verification letter from the organization, take a photo of it and email the photo, as an attachment, to Mallory F. Eckman, Community Service Coordinator at neckman@co.worcester.md.us for approval. A confirmation email will be sent to you once your service is verified and approved.

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.

Community service must be completed directly for an organization, not through a secondary organization.