

*Office of the State's Attorney for Worcester County
Community Service Program
District Court Division
106 Franklin Street
Snow Hill, MD 21863
Telephone: 410-632-4412*

GUIDELINES FOR COMPLETING Alternative COMMUNITY SERVICE (ACS)

DEADLINE IS FIRM: *Failure to submit verification letter (s) by the deadline will require you to hand in your letter (s) and proof of application fee on your scheduled trial date.*

Community Service is defined as volunteer work and not receiving any money or other type of compensation for your work. Following these guidelines will ensure your Community Service is acceptable.

1. Community Service is limited to and **(must)** be performed at one of the following organizations/agencies listed below:
 - A. Homeless Shelters, Soup Kitchens, Habitat for Humanity, Meals-on-Wheels, Centers for the Handicapped, Senior Citizen Centers, Goodwill, Salvation Army, Ronald McDonald House, Make a Wish Foundation, United Way Agencies or Red Cross, Boy's and Girl's Club.
 - B Churches, Hospitals, Chamber's of Commerce, Red Cross, YMCA, Nursing Homes, Animal Shelters, SPCA, American Legion, VFS, Elks, Rotary, cancer/diabetes/MS society, Boy's or Girl's Club.
 - c. Federal Offices, State Offices, County/ Township/ Borough Offices, City or Town Offices, City Halls, Fire Departments, Police Departments, Public Schools (including Colleges), Libraries, City/Town/County Parks and Recreation facilities, (filing papers or janitorial work only).

***PLEASE NOTE: Sports and athletic programs are NOT ELIGIBLE. Community Service must be performed directly for the non-profit agency – not through a business, club, fraternity etc. ***

2. **Proof of your Community Service** – It is your responsibility to make contact with an organization listed above. You may perform community service in any geographic area within the U.S.A. (outside the U.S. needs prior approval). You can "split the hours" between approved agencies, but you will need to account for all of the assigned hours. A supervisor from the organization should write a **Verification Letter on the Organization's (original) Letterhead with their logo.** The letter must include your case/citation number, the total number of hours completed, times/days worked and a brief description of what you did. The site supervisor must sign the letter and print his/her name & telephone number. *Relatives and close friends do not qualify as supervisors. Dress according to your worksite conditions.*
Fax or Xerox copies of the Verification Letter will not be accepted.

This office **will not** accept letters that are printed on regular computer paper without an ink stamp or raised seal identifying the organization.

3. **Administrative Fee: *Is due upon receipt of these guidelines.*** A \$60.00 **MONEY ORDER IS MADE PAYABLE TO WORCESTER COUNTY. Cash or personal checks will not be accepted,** and will be returned to you.

Failure to comply with these instructions will result in you having to appear on your scheduled trial date in Worcester County. Fail to appear on your trial date and the District Court will issue a bench warrant for your arrest.

******If you comply with these guidelines, your case will be Nolle Pro (dismissed) on your court date. You Will NOT have to appear for trial. Two to three weeks after your court date, you should receive written notice from the District Court (410 723-6935) that your case has been dismissed******