



University of Georgia  
Division of Student Affairs  
Department of University Housing  
Office of Judicial Programs

## Community Service Guidelines

If you have received community service as a judicial sanction, you must complete the steps listed below. The Community Service Timesheet, Community Service Site listing and the Community Service Reflection Letter Requirements are available online at: [www.uga.edu/housing/policies/communityservice.html](http://www.uga.edu/housing/policies/communityservice.html).

If you have any questions or concerns, please contact your Hearing Officer. If you need help identifying or locating your Hearing Officer, please contact Brandi Williams, Coordinator for Housing Judicial Programs, at 706-542-8191.

### *Steps to Completing Community Service Checklist*

- After meeting with your Hearing Officer, visit the Department of University Housing web site at: [www.uga.edu/housing/policies/communityservice.html](http://www.uga.edu/housing/policies/communityservice.html).
- Print out a copy of the Community Service Timesheet and fill in your contact information.
- Access the community service database and select your community service project.
- Contact the person listed from the agency you've selected to set up your hours.
- If you would like to use an organization outside of those listed on the Housing web site, contact your Hearing Officer to get your project approved within 5 business days.
- Complete your community service hours and get your community service site supervisor's signature.
- Write a letter to the community service agency reflecting on your experience and send it to the agency.
- Submit your timesheet and a copy of your letter to the agency to your Hearing Officer.