

# **COMMUNITY SERVICE INSTRUCTIONS**

MADISON MUNICIPAL COURT  
210 MARTIN LUTHER KING, ROOM 203, MADISON, WI 53703  
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Community service must be performed at a non-profit agency or organization in the City of Madison, (unless you have prior written court approval to perform the community service elsewhere). It is your responsibility, and your parent or guardian's responsibility if you are under 18 years of age, to find a non-profit agency or organization. No monetary compensation may be received for any community service work and the work cannot be performed for a business.

## **EXAMPLES OF ACCEPTABLE PLACES TO PERFORM COMMUNITY SERVICE**

The United Way  
Goodwill  
A neighborhood center  
A church  
A Food Pantry

## **EXAMPLES OF WORK NOT ACCEPTABLE AS COMMUNITY SERVICE**

(unless you have prior written court approval)  
Yard work for friends or neighbors  
Odd jobs for friends or neighbors  
Snow shoveling for friends or neighbors  
Babysitting

If you cannot locate a place to perform community service on your own, please see the below paragraph to locate community service volunteer opportunities:

Go to [WWW.UNITEDWAYDANECOUNTY.ORG](http://WWW.UNITEDWAYDANECOUNTY.ORG), click on "get involved" (on the left hand side of page), click on "Volunteer Your Time", click on "Find a volunteer opportunity", click on the "search" option (under the heading at the top of the page), on the next page, scroll down to the second section of options and check the "Court Appointed" box. You can check other areas of interest as well to narrow your search if you would like. All agencies that offer court appointed opportunities will come up, and you can page through them and see which opportunity would fit you best. You can click on the opportunity to get more information, and contact the agency directly to coordinate your hours. Most public libraries have free computer access to the Internet. If you do not have access to the Internet or have questions, call the United Way Volunteer Center at (608) 246-4380.

**ONCE YOU ARE DONE PERFORMING THE COMMUNITY SERVICE, THE NON-PROFIT AGENCY OR ORGANIZATION MUST FILL OUT THE INFORMATION ON THE OTHER SIDE OF THIS FORM. YOU MUST THEN RETURN THE FORM TO THE MADISON MUNICIPAL COURT BY THE DUE DATE.**

Case No. \_\_\_\_\_  
*See your court order*

Number of hours due: \_\_\_\_\_  
*See your court order*

# **VERIFICATION OF COMMUNITY SERVICE**

## **TO BE FILLED OUT BY THE NON-PROFIT AGENCY OR ORGANIZATION WHERE YOU PERFORMED THE COMMUNITY SERVICE.**

I, \_\_\_\_\_, swear that \_\_\_\_\_  
*(supervisor or manager at non-profit agency or organization)* *(defendant name)*

performed community service for \_\_\_\_\_  
*(non-profit agency or organization name)*

The community service was performed on the following dates and times: \_\_\_\_\_  
\_\_\_\_\_

The total number of hours of community service completed: \_\_\_\_\_

The work performed was: \_\_\_\_\_

\_\_\_\_\_  
*(signature of supervisor or manager at non-profit agency or organization)*

\_\_\_\_\_  
*(title)*

\_\_\_\_\_  
*(phone number)*

\_\_\_\_\_  
*(date)*