



# Clark County Specialty Therapeutic Courts Community Service Reporting Log

Name: \_\_\_\_\_

You are ordered to complete: \_\_\_\_\_ hours due by: \_\_\_\_\_

DOB: \_\_\_\_\_ Case # (s): \_\_\_\_\_

*It is your responsibility to complete the total hours assigned and turn in the completed reporting log prior to the due date. Failure to do so may result in a sanction. Please ask any questions you may have about your community service before leaving the courtroom today. If there are any emergency issues that arise preventing you from completing your assigned community service, contact your Therapeutic Court Coordinator, treatment case manager, probation officer and/or social worker immediately.*

Date	Total Hours	Agency	Agency Phone # / email	Supervisor's Printed Name	Supervisor's Signature

**For verification to the Court, please have the Non-Profit Agency Supervisor sign their name verifying you completed the listed worked hours. Be sure to include the date(s) you did your hours, your total hours completed, name of Non-Profit agency, and the Non-Profit Agency phone number and/or email if available for verification if necessary.**

# Setting Up Community Service

**1** Look at your schedule and identify when you are free to complete your hours. Choose **ONE** location from the list below. **Reminder: Make sure you don't schedule your hours at the same time as your treatment, court days or during any other court ordered appointments. Most of them you need to call first to set up when you can do your hours.**

## Open House Ministries

900 W 12th St, Vancouver WA 98663  
call (360) 737-0300 to set up date & time

## XChange Recovery Center & Re-Store

7735 NE Hwy 99, Vancouver, WA 98665  
call (360) 574-5122 to set up date & time

\*\*You must contact Vanessa to schedule community service hours at 360-852-4577 or call the store directly 360-574-5122\*\*

## Share House

at 1115 W 13th St, Vancouver WA 98663  
call (360) 695-7658 to set up date & time

## Share - Orchards Inn

at 5609 NE 102nd Avenue, Vancouver, WA 98662  
call (360) 604-0907 to set up date & time

## Share - Holmsted

at 4921 NE Hazel Dell Ave., Vancouver, WA 98663  
call (360) 693-8923 to set up date & time

**2** Contact the Agency directly to set up your community service hours. You may need to remember to bring your original court order / sanction form showing that you are there for a court program sanction. Also, you may need to bring your insurance card at some locations.

**3** Show up to the Community Service site on time and be sure to bring the Community Service Reporting Log so your hours will count. Be sure to completely fill out the Community Service Reporting Log to get credit for the time you worked.

**4** Turn in the completed Community Service Reporting Log **prior to court** when/where you turn in your support group meetings and special leave

**DISCLAIMER:** Your agency was selected by the listed individual to complete his/her community service hours. Clark County Therapeutic Courts only function is to monitor compliance with community service hours. We are not making a direct referral to your agency or an endorsement of the individual.