

# **COMMUNITY SERVICE INSTRUCTIONS**

MADISON MUNICIPAL COURT  
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## **TO FIND A PLACE TO PERFORM COMMUNITY SERVICE:**

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. If you cannot locate a place to perform community service on your own, you may contact the United Way to see if they have available community services opportunities. Their website is [WWW.UNITEDWAYDANECOUNTY.ORG](http://WWW.UNITEDWAYDANECOUNTY.ORG) or you may call the United Way Volunteer Center at (608) 246-4380. You can also call 211 to speak with a representative who can suggest community service opportunities.

### **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

## **WHEN YOU ARE DONE PERFORMING COMMUNITY SERVICE:**

You must get written proof from the non-profit agency or non-profit organization. The written proof must include the following information: the date or dates you performed the community service, the number of hours you worked and the duties you performed. The written proof must also include the name and telephone number of a contact person for the non-profit agency or non-profit organization. **Proof of community service must be from the non-profit agency or non-profit organization on their letterhead OR the court must receive an email or a fax directly from the non-profit agency or non-profit organization.**

Case No. \_\_\_\_\_ Number of hours due: \_\_\_\_\_  
See your court order See your court order