



Court Ordered Work Detail Instructions

You have been assigned _____ hours of work detail by Wyoming's Juvenile Court. These hours are to be completed by _____. Verification of these hours must be mailed to WYSB at 800 Oak Avenue, Wyoming Ohio 45215 or placed in the Wyoming Youth Services Bureau mail slot by the specified due date. If you fail to comply with this requirement, you will be referred back to Court for additional hours. Please have the site supervisor complete the attached verification form, including the total number of hours you completed.

Court ordered work detail does not include hours spent volunteering with a group or agency with whom you had previously committed. *For example: if you belong to the Honor Society, Project Lead or SSFE and that group planned to volunteer at a soup kitchen, this activity would not count towards your work detail.* You may not be paid or receive school credit for your work. In addition, you may not work for a relative or family friend.

It is your responsibility to set up appointments to complete your hours. You may need to call several sites several times to set up appointments. We recommend that you call and confirm appointments and sites before you arrive. **Wyoming Youth Services Bureau will not set up work detail for you.** You may choose to complete your hours at more than one site.

You may complete your hours at a non-profit agency, charity, religious organization, or a City, civic or school run activity. A directory of volunteer and community service opportunities can be found on the City of Wyoming Website (www.wyoming.oh.us) through the Volunteer Opportunities link, as well as on the WYSB webpage that is linked through City Services and Departments. Please call Wyoming Youth Services Bureau to obtain verification and approval before beginning your work.

All hours must be completed on time. If for some reason a hardship occurs, please contact Wyoming Youth Services Bureau immediately. If you turn eighteen (18) while serving hours, the hours must still be completed. If you are assigned over ten (10) hours of work detail, please forward written verification of hours as they are completed. If you have any other questions, please contact Kimberly Hauser, Executive Director, Wyoming Youth Services Bureau, at 821-2428.