

WE ARE HERE
TO HELP YOU
COMPLETE
YOUR HOURS
ON TIME.

FEES EXPLAINED

There is a registration fee for cases referred in Santa Cruz County of \$50 and many people are eligible to have that fee reduced or eliminated. Fees help offset a small part of the cost of providing this service. Fees can be paid in the office with cash, check or card and online or by phone with a card. The registration fee applies to all cases referred within one year.

There is NO FEE for people referred by these Courts: Juvenile Court, Behavioral Health Court, or Veterans Court.

Low income families may have fees reduced to \$25 or eliminated based on your household income. The form to request a fee reduction is available on our website or at our office.

WE'RE EASY TO FIND

NORTH COUNTY

1740 17th Avenue
Santa Cruz, 95062 (Second Floor)
Near the corner of 17th Ave
& Capitola Rd. - Live Oak

(831) 423-4592

SOUTH COUNTY

10 Carr St
Watsonville, CA 95076

(831) 724-8799

OUR HOURS

Available in person:

Tuesday & Wednesday 10-12pm & 1-4pm

Available by Phone & Email:

Monday - Thursday 10-4pm

Appointments available upon request

✉ courtreferral@scvolunteercenter.org



COURT COMMUNITY SERVICE PROGRAM

SCVOLUNTEERCENTER.ORG

The Volunteer Center is a registered
501 C3 Nonprofit Organization.

 **VolunteerCenter**
Really Connect · Really Connected



1. ENROLL NOW

- Enroll in our office, online, or by mail. Our contact is on the back.
- We report to Probation monthly about new enrollees.
- Registration Fee of \$50 can be reduced or waived based on your income.
- Bring your paperwork from Court or Probation.



2. SET YOUR SCHEDULE

- Choose from 100+ volunteer options that meet your needs.
- Evening, weekend & drop in options for volunteering.
- County-wide and family friendly options too!
- We'll help you set up a schedule to get all of your hours complete before your deadline.



3. KEEP IN TOUCH

- Turn in timesheets monthly so we make sure you are on track to finish on time.
- Sign up to receive monthly drop-in volunteer options or text reminders.
- Check in with your Case Manager for help as often as you would like.



4. GET YOUR CERTIFICATE

- We must verify all timesheets before we can issue your Certificate of Completion.
- We file your Certificate with Probation and the Court online.
- Fees must be paid or waived prior to a Certificate of Completion.
- We will give you a copy too!

YOUR ROADMAP TO SUCCESS.



5. COMPLETE YOUR SERVICE

- For tickets, you are done as soon as the Court receives our Certificate of Completion.
- For Criminal Court you must continue to check in with probation or appear in Court. We will make sure they see your Certificate of Completion.

Your Referral Information

Case #: _____

Due Date: _____

of Hours: _____