

Procedure for fulfilling a Community Service assignment through the University at Buffalo's Office of Judicial Affairs with a sponsor not appearing on the "Providers" list:

There are three (3) steps to consider:

1. The Office of Judicial Affairs is NOT responsible for finding a Community Service Provider. The person who has been assigned hours must do so.
2. In order to be considered the hours serving the community may not yield any form of compensation, such as, but not limited to, receiving course credit or pay.
3. The Community Service Provider MUST contact the Office of Judicial Affairs *PRIOR TO* starting any hours by Facsimile (fax) or mail.
 - ◆ The communication to Judicial Affairs must be written on the organization's letterhead with identification and phone number of the potential supervisor.
 - ◆ Be sure to have the supervisor's name, how to contact them and what activities the Community Service involves.
 - ◆ NOTE: Hand delivered papers, or communication from the participant rather than the provider **WILL NOT BE ACCEPTED!**
 - ◆ DO NOT work any hours for an outside provider without communication of approval from a Community Service Coordinator at UB's Office of Judicial Affairs! THIS MEANS: JUDICIAL AFFAIRS WILL CONTACT YOU WHEN THE SITE IS APPROVED. Any hours done prior to approval WILL NOT BE COUNTED.

Please keep in mind that *no* guarantees of approval will be made. Each person's assignment is taken on a case-by-case basis.

Any hours completed outside of the guidelines established by the Office of Judicial Affairs will NOT be counted!

Todd E. Kamenash
Associate Director
Judicial Affairs / Student Advocacy
University at Buffalo
252 Capen Hall
Phone: (716) 645-6154
Fax: (716) 645-3376
kamenash@buffalo.edu