



University at Buffalo
The State University of New York

Office of the Vice President for Student Affairs
Judicial Affairs/Student Advocacy

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 five (5) steps to consider:

1. The Office of Judicial Affairs is NOT responsible for finding a Community Service Provider. The person who has been assigned the hours must find the site.
 2. Community Service participants may not receive pay, course credit, or any other compensation for performing community service hours.
 3. Community Service supervisors may not be related to the community service worker.
 4. Community Service cannot be done at the person's place of employment.
 5. The Community Service Provider **MUST** contact the Office of Judicial Affairs in writing **PRIOR TO** starting any hours by Fax (716-645-3376), e-mail (ub-judicial@buffalo.edu) , or standard mail (252 Capen Hall, Buffalo, NY 14260).
- 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 receiving 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 these guidelines established by the Office of Judicial Affairs will NOT be counted!

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