



Finding Your Own Agency

Clients are permitted to do hours with an agency not in Volunteer Fairfax's database ONLY with prior approval of the program manager. If a client wants to complete the community service hours through an agency that is not in Volunteer Fairfax's system, then the client must have his/her supervisor write a letter including the following information.

Letter has to:

- 1. Be on the organization's letterhead.**
 - 2. State the type of agency it is.**
 - 3. State duties of client.**
 - 4. Include the supervisor's contact information.**
 - 5. Include the client's first and last name.**
- MOST IMPORTANTLY:**
- 6. *State acceptance of client with knowledge that hours are for a court-referred case.***

Acceptance letters must be received *BEFORE* the client begins his/her service.

Acceptance letters should be prepared and sent by the client's supervisor. Please fax letter to 703-246-4662.

Community Service must be performed directly for a nonprofit agency such as these examples:

- A. Nonprofit 501(c)(3) Agencies
Eg.: Homeless Shelters, Soup Kitchens, Centers for the Handicapped, Senior Citizen Centers, Thrift Stores, etc.
****ACS program manager maintains the right to request verification of nonprofit status.**
- B. Religious Institutions
Eg.: Churches, Synagogues, Mosques, Temples, etc.
- C. Government Agencies
Eg.: Federal Offices, State Offices, County/Township Offices, City or Town Offices, City Halls, Fire Departments, Police Departments, Public Schools (including colleges), Libraries, City/Town/County Parks and Recreation facilities, etc.

Under NO circumstances will hours done for a for-profit business or private individual be accepted.

PLEASE NOTE: All clients must pay the administrative fee (cash or money order only).

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