



## LETTER REGARDING COMMUNITY SERVICE

You may do your community service at ANY **non-profit** organization of your choice. A listing of potential agencies appears on the reverse side of this letter. Within the time frame given to you by the judge at the time of sentencing, you must complete all of your community service hours ordered and file a letter of completion of community service with the court. If you are on probation, the letter must be filed with your probation officer. If you are not on probation, the letter must be filed with the 53<sup>rd</sup> District Court Clerk.

The letter must be on the non-profit organization's letterhead and must be signed by someone who is in charge at the agency. The letter must also include the number of hours you completed. The letter must state the following:

1. The dates the community service was performed.
2. For each date specified, the time during which the service was performed.
3. The type of work you performed on behalf of the agency.
4. Whether you were helpful to the agency.

Some examples of a non-profit agency are schools, churches, libraries, humane societies, etc. Please see the reverse side of this letter for some non-profit organizations in Livingston County.



You must perform community service at a non-profit organization. Below is a listing of potential agencies in the Livingston County area. You may also complete your community service at a non-profit organization outside of Livingston County. The court does not select the agency for you, nor the scheduled date/time. You are responsible for setting up and completing the community service by the ordered due date. Please see the reverse side for instructions on providing proof of your completed community service hours. One day of community service is equivalent to 8 hours of work.

<b><u>Agency Name</u></b>	<b><u>Contact Person</u></b>	<b><u>Phone Number</u></b>
Brighton Chamber	Jen Ling	(810)227-5086
Brighton DPW	Dave Blackmar	(810)225-9282
Brighton VFW	Ralph Shlaff	(248)787-6305 or (810)229-9088
Deerfield Township	Alfred	(517)546-8760
Elks Lodge	Al Perry	(517)861-0829
Emrich Retreat Center	Shari Spencer	(810)355-1208
Fowlerville Village	Cathy Elliott	(517)749-2506
Fowlerville Fair	Brooke Tate	(517)223-8186
Hartland Methodist Church	Paul Gruenberg	(810)632-7476
Howell Eagles Club	Kim Wellman	(517)548-1630
Howell Balloonfest	Pat Convery	(517)546-3920
Howell Chamber	Danette Selix	(517)546-3920
Howell Township	Carol Makushik	(517)546-2817
LETS Transportation	Debbie Ursin	(517)540-7846
March of Dimes	Anna Whitted	(734)761-6331
Nature Center	Dave Howard	(517)546-0249
Recycle Livingston	Julie Cribley	(517)548-4439
Second Chance Network	Jennifer Bigelow	(810)522-5531
St. Patrick Church	Tracy Pope	(810)229-9863
Unadilla Township	Linda Walker	(734)498-2502
Water's Edge Camp	Robert Lewis	(517)546-9683
<b><u>Washtenaw County:</u></b>		
Habitat for Humanity	Kyle	(734)323-7028