

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 four (4) 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, i.e. 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 **WILL NOT BE ACCEPTED!**
 - ◆ To reiterate, do not do any hours for an outside provider without getting the approval of a Community Service Coordinator at the Office of Judicial Affairs!
4. Outside sources for Community Service are subject to prior approval by the Office of Judicial Affairs.

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!

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