

## **Community Service Policy**

The following policy statement reflects the policy of the Trustees of the Alameda County Electrical Joint Apprenticeship Training Committee.

### **POLICY STATEMENT**

“An apprentice’s commitment to and participation in community service activities and responsibilities of citizenship strengthens the industry, increases employment opportunities and furthers the goal of the Apprenticeship Program in developing conscientious employees. To that end, each apprentice participating in the apprenticeship program shall participate in a minimum of six (6) hours per calendar year in verifiable community service activities each year of his/her apprenticeship, which activities shall be related to the trade and/or union which may include activities on behalf of the industry.”

### **PROCEDURE**

1. This policy shall be effective January 1, 2020.
2. The JATC Chair and Secretary shall jointly determine the volunteer activities that qualify for the participation in order to satisfy this requirement. The apprentice will then have the option to select among those qualifying activities in which he/she wishes to participate in order to satisfy this requirement.
3. The apprenticeship program shall be responsible for tracking hours for participating apprentices to establish that this requirement has been met. Eligible community service hours will be recorded through sign in sheets at qualifying events that will be maintained by the apprenticeship program. Hours will then be recorded in the apprentice database. A sample “Community Service Hours Tracking Form” is attached hereto.
4. The Training Director may waive the Community Service requirement in individual cases for good cause shown.

**Community Service Hours Tracking Form**

Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

Activity contact: \_\_\_\_\_

Activity contact phone/email address: \_\_\_\_\_

	Apprentice Name	Signature	Start time	End time	Notes
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Participation verified by:

Signature: \_\_\_\_\_

Name/Title (please print): \_\_\_\_\_

Phone/email: \_\_\_\_\_

**Community Service Policy**  
**Acknowledgment of Receipt**

I acknowledge that I have received a copy of the Alameda County Electrical JATC Community Service Policy.

---

Signature

---

Name (please print)

---

Date