

SHOREWOOD MUNICIPAL COURT

Community Service Requirements

1. Service work may be completed at any § 501(c)(3) nonprofit organization or the Shorewood Public Library. Students in high school or middle school may also complete service work at school. You do not need to volunteer at the sites on the reverse side of this document; they are merely suggestions.
 - www.volunteermilwaukee.org has a listing of available locations for service.
 - <http://charity-charities.org/charities/WI.html> provides a listing of charities and non-profit organizations in Wisconsin by city.
 - **NOTE:** We do not accept hours completed at a daycare facility or private business. Contact the Court Clerk at 414-847-2617 with any questions prior to completing your service.
2. The service work must be in addition to any volunteer service you are already performing. For instance, if you already volunteer as a musician at your church you must complete community service in addition to that role.
3. Give the organization the court's letter, which contains directions. Proof of completion consists of a letter on the organization's **official letterhead** with the name and telephone number of the supervisor.
4. Proof of community service must be submitted to the court **within seven days of the deadline** for completing the service hours.