

Community Restitution Instruction Sheet

Steps to complete community restitution hours.

1. **To receive your placement and the contact information of your supervisor**, call the Office of Judicial Affairs & Mediation Services at **202-885-3328** or e-mail **jams@american.edu**.
2. Read and sign the enclosed community restitution agreement form.
3. Contact your supervisor to arrange a timely schedule to complete your hours.
4. Show up to complete your hours.
5. Make sure your supervisor signs and initials the number of hours completed.
6. Return the agreement form, complete with signatures, to 405 Butler Pavilion.
7. If you have any questions or problems regarding completion of your sanction, contact x3328 immediately.
8. **It is your responsibility to contact your supervisor. Be persistent and timely.**

Guidelines

1. The hours must be completed at American University for faculty or staff of American University, unless special permission has been granted.
2. The hours are to be completed *without* academic or monetary compensation.
3. **You are responsible for arranging the completion of community restitution hours with the specified supervisor.**
4. **You are responsible for turning in your agreement form on time, in order to avoid a disciplinary fine.**

Case # _____

JAMS Community Restitution Agreement Form

Student Name _____ AUID # _____

Hours Assigned _____ or \$ _____ fine (\$20/hour) in lieu of completing the restitution hours.

Project to be completed by _____ Supervisor Name: _____
Work Assignment (as designated by supervisor): _____

The student has been assigned community restitution hours, which s/he has agreed to complete, rather than pay a fine. The project will be fulfilled by working, without compensation, under the supervision of the above-mentioned University staff member. The specific assignment and the schedule for work hours are to be agreed upon by the student and the supervisor. Such work may include clerical assistance, errands, monitoring areas, and certain types of maintenance activities. If you have any questions regarding appropriate tasks or the policies of American University's disciplinary system, please call x3328 or e-mail JAMS@american.edu.

The following should be read and signed by the student.

1. The student agrees to arrive on time for work, keep track of hours, and inform the supervisor of any problems or delays with the project, including notifying the supervisor if the student cannot come into work because of illness or vacation.
2. The student agrees to complete the work assignment in a professional manner by complying with the supervisor's standards for work.
3. If the student fails to comply with the above-mentioned standards, the student may be released from her/his project and will then be fined for the remaining hours at rate of \$20 per hour.
4. The student understands that it is her/his responsibility to return this form to Office of Judicial Affairs & Mediation Services, 4th Floor Butler Pavilion. If the student fails to return this form, as documentation of completed hours, a disciplinary fine will be assessed to the student's account.

By signing below, the student agrees to the specific provisions cited above and asserts that s/he understands that if the project is incomplete by the deadline or unsatisfactory (as determined by the supervisor), an automatic disciplinary fine (as described above) will be levied on the student account.

Student signature _____ Date _____

By signing below, the supervisor agrees to supervise the student in the completion of the project detailed above.

Supervisor signature _____ Date _____

Supervisor Name (please print): _____

Department _____ Title/Position _____

Phone _____ Email _____

COMMUNITY RESTITUTION PROJECT WORKSHEET

All work must be documented. **It is the student's responsibility to return this sheet to Judicial Affairs and Mediation Services, located in the Office of the Dean of Students, 4th Floor Butler Pavilion.** Failure to return this form by the end of the project time period will result in the disciplinary fine being assessed.

Student Schedule (to be worked out with supervisor):

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Date	Time In	Time Out	Total Hours	Assignment	Supervisor's Initials

Grand Total Hours _____

Attach additional sheets as necessary.

Supervisor's Evaluation

Supervisor Check One: Satisfactory _____ Unsatisfactory _____

Supervisor Check One: Sanction Fulfilled _____ Sanction Unfulfilled _____

Comments on the student's performance:

Supervisor Signature _____ Date _____

If you have any questions regarding this form or community restitution, please do not hesitate to call Judicial Affairs and Mediation Services at 202-885-3328. You may fax your completed form to 202-885-1594.