

July 2008

Re: Alternative Sentencing Program, San Bernardino County

You have been ordered by the Superior Court of San Bernardino County to complete community service hours in the alternative sentencing program. This program is managed by Hands On Inland Empire, a program of Inland Empire United Way, a nonprofit organization, for the County of San Bernardino.

In order to complete your court-ordered hours, you must be referred to a community based organization to donate your time and expertise. To complete your service with an organization, you must read, complete and submit the attached agreement. Be sure to initial all eleven statements. Your signature is also required at the bottom of the form. If you are a minor, your parent/guardian must also sign.

This completed form must be submitted to the alternative sentencing program office along with a copy of your minute order from the court and a money order for \$90 made payable to Inland Empire United Way (IEUW). This paperwork and money order can be submitted:

- ◆By mail: Alternative Sentencing Program
 9624 Hermosa Avenue, Rancho Cucamonga, CA 91730
- If all paperwork is complete and fee paid, a timesheet and referral sheet will be mailed to you with instructions on how to proceed.
 - If paperwork is not complete or fee not included, paperwork will be returned to you by mail with further instructions.

-or-

- ◆In person: 9624 Hermosa Avenue, Rancho Cucamonga, CA 91730
- Once paperwork is completed and paid, a timesheet will be issued and instructions provided.
 - Office hours are Monday thru Friday, 8:30 a.m. – 4:30 p.m., excluding holidays. Please call ahead if you think the office may be closed for a holiday.

All forms can be found on our website,
http://www.handsoninlandempire.org/AboutUs/index.php/alternative_sentencing.htm

Please contact Bette Cook, Program Associate, at (909) 980.2857 Ext. 207 with any questions or for additional information.