



COLLIN COUNTY TEEN COURT

Date: _____

Dear _____:

You have been issued the following sentenced by the Collin County Teen Court:

- _____ Hours of Community Service _____ Hours of Tutorials
- Completion of an _____ course
- Write an apology note to _____
- Write a _____ word essay on _____
- _____

You will have _____ days to complete all of the terms of this sentence. Verification that you have completed your sentence is due back to the Court on or before _____.

You may complete your community service at any non-profit organization; however, **25 / 50 / 100 % of your service must be completed at the Collin County Animal Shelter.** You may not serve your hours at daycares, family-owned shops or offices, by voluntarily babysitting, or participating in regular school activities. You may feel free to serve hours at Collin County Teen Court as a juror. It is your responsibility to contact various agencies and coordinate your community service with them.

Any correspondence you have with Teen Court must include your case number () and the words “Teen Court” clearly visible at the top. Otherwise, your documents may be delayed or not be routed to your file. You may fax file all documents by sending them to (972) 548-4188.

Upon completion of any community service hours and any other sentence component, make a copy of your records, and send the originals to the Teen Court office (address above) by mail or fax. **An audit will be conducted.** After verifying that you have successfully completed the program, the Teen Court office will send a final report to the referring court or agency for final disposition.

Extensions are not granted unless valid circumstances exist. If at any time you should have questions, call the Teen Court Coordinator, Justin Nichols, directly at (972) 424-1460 ext. 4654 or email TeenCourt@collincountytx.gov. If you fail to complete your sentence by the due date your case will be sent back to the referring agency for prosecution. Please visit www.collincountytx.gov/teencourt/ for more information.

Thank you for participating in the Collin County Teen Court program. It is our wish that you successfully complete this program.



COLLIN COUNTY TEEN COURT

This is to help you in completing your community service hours for Collin County Teen Court. It is your responsibility to ensure that you find ways to complete your service in the time allotted.

Community service must be completed at a non-profit agency or government agency. The idea of community service, in general is not that one simply does something for free. The purpose is to actually contribute time and effort to a project from which the entire community will benefit.

Examples of just a few types of service that **ARE** acceptable include, but are not limited to:

- Helping at a food pantry or homeless shelter;
- Stuffing envelopes for a fundraiser for a organization, such as a cancer society;
- Participating in an established highway or park clean up program;
- Walking the animals at an animal shelter.

Examples of types of service that **ARE NOT** acceptable include, but are not limited to:

- Volunteering at school in a club you are a member of (cheerleader, congress/senate, etc.);
- Providing babysitting, yard work, and/or other services for a family friend for free;
- Attending religious services or mission trips; and
- Doing things for parents or other individuals for free.

**PLEASE BE AWARE THAT YOU MUST COMPLETE SOME
COMMUNITY SERVICE AT THE COLLIN COUNTY ANIMAL SHELTER**

Whatever service you decide to do, **YOU MUST HAVE A SIGNATURE (INCLUDING A PHONE NUMBER AND NAME OF A CONTACT PERSON) FROM THE AGENCY OR PROGRAM TO RECEIVE CREDIT FOR THE HOURS.**

To help you get started, you may contact the following groups for more service opportunities:

- **Collin County Animal Shelter** (25% of your hours *must* come from here) **(972) 547.7291**
- Volunteer Center of North Texas – www.volunteernorthtexas.org
- Collin County SPCA – (972) 562-7297
- Plano Teen Court – (972) 941-2009
- God’s Food Pantry – (972) 633-9777
- Mothers Against Drunk Driving – (214) 458-5000

ALWAYS MAKE A COPY OF ANY RECORDS YOU SUBMIT TO THE COURT. MAKE SURE YOUR NAME, CAUSE NUMBER, and “TEEN COURT” are on the top.



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INSTRUCTIONS FOR ESSAYS & APOLOGY NOTES

Essays

Essays written for Teen Court are to be researched and approached academically. Each essay will be graded by a community volunteer who either has a teaching certificate or who is in the process of getting one. **You must receive at least a C- on your essay to get credit.** Essays must be your own original work and *sources must be cited*, although the way in which you do so is up to you. Plagiarism is **not** allowed. At least two sources should be used.

The font should be no more than 12 points if a computer is used and the essay should be double spaced. If the essay is hand-written, it must be legible or credit will not be given.

Stay on the topic assigned and know that the number of words **will** be counted.

Apology Notes

To protect the privacy and security of victims you should not contact any victim directly. Your apology letter, once completed, should be mailed to the Teen Court office at:

Attn: Teen Court
200 S. McDonald Street, Ste.110
McKinney, Texas 75069

Your apology note must be at least one page in length and must be legibly handwritten. **Proof read your work.** Sloppy letters with misspelled words and major grammatical errors will be returned to you to write again.

Further, your apology note must be appropriate. It should restate what you did, why it was wrong, what you learned from your actions, and a promise to the person not to re-offend them.



COLLIN COUNTY TEEN COURT

This is to inform you that Collin County Teen Court offers an additional way in which you can earn community service hours. You may now earn hours online by taking online training courses offered by the National Youth Court Center.

There are various sample cases offered where you can watch or read the case transcript, and afterwards, take a quiz on the facts of the cases, answer analytical questions regarding the case, and have the opportunity to assess a punishment. You will receive one (1) hour of community service for each grade of 70 or higher. You will receive (2) hours of community service a grade of 85 or higher. If you receive a 100, you will receive three (3) hours of service. Hours are not awarded for a failing grade (below 70), and you may only take each lesson once.

To take complete the lessons:

- Go to <http://www.youthcourt.net>
- Click on “Online Training”, which is a red icon on the left side of the page
- Click in “Getting the Most Out of Deliberation”
- Scroll down to the section which says Youth Volunteers
- Click “Take Lesson”
- Click the purple button that says “Register to Take the Lessons” at the bottom of the page
- Fill out the form completely.
 - You must enter your address so that a verification sheet can be mailed to you from the Court certifying your hours.
 - If you are a defendant and completing the lesson for service hours, put your Cause Number in the line “Address 2”
 - Your Coordinator Name is “Justin Nichols – McKinney”
 - The Volunteer Access ID is 94384
- Log in and complete the lesson(s)

After you complete each lesson and quiz, your contact information and grade will be emailed to the Teen Court Coordinator. The Teen Court office will then email you a certificate crediting you with the appropriate number of hours. Please allow one week for delivery. If you are a defendant serving hours this way, mark “NYCC ONLINE” on your Community Service Records Sheet when you turn in your hours and attached the certificate which was emailed to you.

If you have any questions, please email Justin Nichols at TeenCourt@collincountytx.gov. Thank you for your service, and we hope you take advantage of this opportunity.