**Personal Development Seminars**
*Evidence-Based Behavior Change Programs*

To: Lubbock County Agencies that participate in the Community Service Program

Subject: Lubbock County Criminal District Attorney's Exchange Program.

Dear Agency/Organization

On February 1, 2002 the Lubbock County Criminal District Attorney implemented the **Exchange Program**. The program offers selected first time offenders an option to complete the program in lieu of prosecution. Those who are selected for the exchange Program will be required to complete a number of activities, one of which is Community Service. The District Attorney has coordinated with PDS to assist in the administration of the Exchange Program and to assist the participants in completing the requirements. The District Attorney has provided PDS with a list of organizations and agencies in the Lubbock area that will sponsor or host community service programs. PDS has provided the participants with a list of the organizations and instructions have been given to each participant regarding the procedure to coordinate and complete the community service requirement.

Each participant has been informed in writing of the required number of hours of Community Service. The participant will advise your organization of the number of hours required.

Please indicate the number of hours of satisfactory work or service performed by the person and return this form to the participant. It is the responsibility of the Exchange Participant to send the document to PDS.

The following named person: _____

Driver License # _____ Date of Birth _____

Satisfactorily completed _____ hours of approved community service with this organization/agency.

_____ _____(___)_____
Signature of Organization Representative Organization or Agency & phone #

Date of Completion _____

Please call PDS with any questions or comments.

Max Maurer, Executive Director
Personal Development Seminars
1-800-737-4803

This signed agency document confirming completion of your community service must be submitted to the office of Personal Development Seminars (PDS): Mail (Personal Development Seminars, P.O. Box 663, McQueeney, Texas 78123, Fax (1-800-737-4803 no ext.) or scan and email (exchange@pdsprograms.com).