Twin County Community Foundation Scholarship
Volunteer Service Instructions

Starting Spring 2024 Semester

	Please scan the QR code to be taken to a list of approved volunteer agencies

1. Decide which volunteer agency you would like to volunteer with from the list of Approved Volunteer Agencies

   a. If you would like to volunteer with a non-profit organization that is not listed on the Approved Volunteer Agencies list, please send the Foundation Office the contact information so we can send them the proper forms to fill out to become an Approved Volunteer Agency

2. Make contact with the Volunteer Agency's contact person

   a. Explain to the Agency that you are a Twin County Community Foundation Scholarship recipient and are required to volunteer 10 hours this semester

   b. Ask if the Agency could use you for volunteer services

   c. You fill out the Volunteer Waiver of Responsibility form

      i. There is nothing on this form that needs to be signed by the Volunteer Agency
      ii. This form is filled out entirely by the student.

   d. Keep track of your volunteer hours for the semester

      i. Once you have completed all of the volunteer hours for the semester, please submit a Student Timesheet form so the Scholarship Program Manager can verify your volunteer hours for the semester

3. Complete your volunteer hours by the date hours are due:

   Fall Hours: December 1st   **Spring Hours**: May 1st   **Summer Hours**: August 1st

4. After completing ALL volunteer hours for the semester, the student will submit a Student Timesheet form so the Scholarship Program Manager can verify volunteer hours for the semester with the agency

For additional information, please contact:

Amanda Pauley, Scholarship Program Manager
WCC Foundation Office
Smyth Hall, room 146
apauley@wcc.vccs.edu
(276) 223- 4719