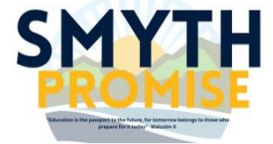# Volunteer Instructions

Educational Foundation, Inc.

Approved Agencies Lists

Wythe-Bland Foundation Scholarship	Twin County Community Foundation Scholarship	Smyth County Promise Scholarship

Volunteer Process

1. Scan the QR code under the program you are receiving the tuition scholarship for to be taken to a list of Approved Volunteer Agencies.
   a. It is your responsibility to contact the agency and set up volunteer services.

2. Complete the "Waiver of Responsibility" form that is online by scanning the QR code below:

3. Waiver of Responsibility submissions are checked on Thursdays. If you submit the form on Friday, you will receive the Student Timesheet Link the following Thursday.

4. Complete your volunteer hours.
   a. Keep track of the dates and times you volunteer.

5. Submit a "Student Timesheet" that is emailed to you after you have submitted your "Waiver of Responsibility" form after all your volunteer hours are completed.

6. The Scholarship Program Manager will verify your volunteer hours with the agency.

Volunteer Hours Due: **December 6, 2024**