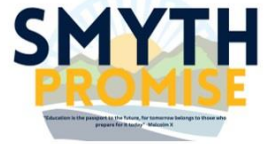


Volunteer Instructions



Educational Foundation, Inc.

Approved Agencies Lists

<p>Wythe-Bland Foundation Scholarship</p> 	<p>Twin County Community Foundation Scholarship</p> 	<p>Smyth County Promise Scholarship</p> 
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Volunteer Process

- Scan the QR code under the program you are receiving the tuition scholarship from to be taken to a list of Approved Volunteer Agencies.
 - It is **YOUR** responsibility to contact the agency and set up volunteer services.
 - Do not wait until the last minute to volunteer because that does not guarantee you will be able to complete all your volunteer hours to meet the requirements of the scholarship.
 - Please contact the agency and confirm volunteer commitment before completing step 2.
- Complete the “Waiver of Responsibility” form that is online by scanning the QR code below.



- Waiver of Responsibility submissions are checked every Thursday. If you submit the form on Friday, you will receive the Student Timesheet Link via email on the following Thursday.
- Complete your volunteer hours.
 - Please keep track of the dates and times you volunteer.
- Submit a “Student Timesheet” that is emailed to you after you have submitted your “Waiver of Responsibility” form. This needs to be submitted **AFTER** all hours are completed for the semester.
- The Scholarship Program Manager will verify your volunteer hours with the agency.

Volunteer Hours Due Dates:

Fall	Spring	Summer
First Friday in the Month of December	First Friday in the Month of May	First Friday in the Month of August