Volunteer Instructions
Educational Foundation, Inc.

Approved Volunteer Agencies Lists

Volunteer Process

1. Scan the QR code under the program you are receiving the tuition scholarship from to be taken to a list of Approved Volunteer Agencies.
    a. It is YOUR responsibility to contact the agency and set up volunteer services
    b. 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
    c. Please contact the agency and confirm volunteer commitment before completing step 2

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

 or visit: https://wcc.vccs.edu/wbtcsp-waiver-of-responsibility

3. 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.

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

5. Submit a "Student Timesheet" that you receive in your email after you submit the Waiver of Responsibility.

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

Volunteer Hours Due Dates:

Fall Semester	Spring Semester	Summer Semester
1st Friday in the Month of **December**	1st Friday in the Month of **May**	1st Friday in the Month of **August**