

# Volunteer Instructions



## Promise Programs

### Approved Agencies Lists

Scanning the QR Code will take you to the approved volunteer agencies for the specific program.

Wythe-Bland  
Foundation Scholarship



Twin County Community  
Foundation Scholarship



Smyth County  
Promise Scholarship



It is the responsibility of the student to contact volunteer agencies, set up volunteer hours, and complete the agency's volunteer requirements that may be separate from the requirements of the WCC Educational Foundation, Inc.

**WCC does not guarantee an agency will have space for students to volunteer.**

The lists compiled for each program are organizations that students have volunteered with previously. If a student would like to volunteer at an agency not listed, please reach out to the Scholarship Program Manager.

Please do not wait until the end of the semester to contact an agency for volunteering. Space and time at this point could be limited for volunteer opportunities.

#### Volunteer Steps

1. Connect with volunteer agency
  - a. Set up volunteer dates/times
2. Submit the WCC Waiver of Responsibility form online by scanning the QR code
  - a. Form must be submitted each semester
  - b. WCC Scholarship Manager checks Waiver submissions every Thursday. If you submit the form on Friday, you will not receive the link to the Student Timesheet via email until the following Thursday.
3. Complete your volunteer hours
  - a. Keep track of dates/times for submitting ONE student timesheet per agency each semester
4. Once you have completed your 10-volunteer hour requirement, please submit the Student Volunteer Timesheet that was emailed to you by the Scholarship Program Manager
5. Once you submit the Student Timesheet, it is automatically sent to the Volunteer Agency contact to be confirmed



#### Volunteer Hours are Due:

**Fall**

First Friday in the month of  
**December**

**Spring**

First Friday in the month of  
**May**

**Summer**

First Friday in the month of  
**August**