



Twin County Community Foundation Scholarship Volunteer Service Instructions

	Please scan the QR code to be taken to a list of approved volunteer agencies.
	Please scan the QR code to be taken to the online "Volunteer Waiver of Responsibility" form to completed and submitted

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. Explain to the Agency that you are a Twin County Community Foundation Scholarship recipient and are required to volunteer 10 hours every semester you receive the scholarship. Ask if the Agency could use you for volunteer services.
3. You fill out the Volunteer Waiver of Responsibility form online and submit it.
 - a. There is nothing on this form that needs to be signed by the Volunteer Agency.
 - b. This form is filled out entirely by the student.
4. Complete your volunteer hours by the date hours are due.
5. Once the Foundation Office receives your Volunteer Waiver of Responsibility form, every Friday after which the form is received, letters to the Agency with a Timesheet are mailed to the Volunteer Agency which the student listed on their Volunteer Waiver of Responsibility form.
 - a. The timesheet MUST be filled out by the Contact for the Volunteer Agency.
 - b. Timesheets are NOT accepted by the student. Timesheets MUST come from the Volunteer Agency.

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