

Isothermal Community College
Lee L. Powers Service Scholarship
Community Service Verification Worksheet Instructions

Students receiving the Lee L. Powers Service Scholarship are required to complete a minimum number of community service hours based on the amount of funds they received. Students will be required to complete one (1) hour of community service per every \$60 of funding received. For example, a student receiving \$538 would be required to complete nine (9) hours of community service by the date published on the Community Service Verification Worksheet. Students will receive written notification indicating the required number of community service hours to be completed each semester. This notice will be mailed after the census date, approximately four weeks into the semester, once all final charges have been posted to student accounts. Students are strongly encouraged to begin completion of his/her community service hours at the beginning of the semester. Excess community service hours completed will be banked and applied toward service hour requirements for future semesters. If you have questions regarding your community service hour requirements contact the Powers Scholarship Coordinator at 828-286-3636, ext. 248.

Students are encouraged to complete community service for an organization identified on the “Community Service Opportunities” list. If a student chooses not to use an organization from the list, he/she should obtain approval from the Powers Scholarship Coordinator prior to beginning his/her community service hours.

The Powers Scholarship Coordinator must verify that each student has completed the required number of service hours for the fall semester prior to disbursing funds for the spring semester. The community service verification worksheet assists the Powers Scholarship Coordinator in accomplishing this task. Students receive a community service verification worksheet for the fall and spring semester in their award packet. A different color paper is used for each term for identification purposes. Additional copies are available in the Financial Aid Office should the original copy be misplaced. Only one worksheet needs to be turned in per student per semester. Students should bring their completed community service verification worksheet to the Financial Aid Office.

Completing the community service verification worksheet is simple. The student indicates:

1. The name of the organization where the service was performed
2. A telephone number for the organization
3. Description of service performed
4. Dates of service
5. Hours of service
6. A signature from organizational designee or individual who can verify that service was performed.

Once the student has completed the required number of community service hours for the semester, he/she should sign the worksheet in the space provided at the bottom and then submit it to the Powers Scholarship Coordinator. **Worksheets will not be accepted unless they have been properly completed.** Please direct any questions regarding the community service verification worksheet or what constitutes community service to the Powers Scholarship Coordinator.

Students must complete community service hours and submit the community service verification worksheet by the last day of the semester. **Powers students who participate in early registration during the middle of the term should complete their community service hours and submit their worksheet by the date noted on the bottom of the worksheet.** Failure to submit the community service verification worksheet by the proper deadline will prevent students from receiving this scholarship. In this case, students will be required to pay their own tuition.

NOTE: Community service hours must be volunteer and unpaid.