



## WV Invests Grant: Community Service Requirement

Students who receive the WV Invests Grant are required to complete 2 hours of community service during each semester that they receive WV Invests grant funding. Your service must be completed during the semester. This means it can be completed on or after the first day of class, and before the last day of finals week. If you fail to complete your community service, it's a requirement that you repay 100% of the grant funds that you received for the term.

We do not have a set list of approved sites. The only four requirements are:

1. Community Service must be preapproved before you start. The services cannot be performed for a family member or your employer.
2. You may not be compensated for the services.
  - a. This includes getting credit for your course work/program
3. The services cannot be for proselytizing, which is the action of attempting to convert someone from one religion, belief, or opinion to another. So religious or political activities may not be acceptable to fulfill your service requirement. However, if your church or another religious or political organization that you belong to engages in community service activities (such as community clean-ups, or collecting donations for homeless shelters or preparing meals at soup kitchens, etc.), those activities are likely acceptable.

Please reach out to our office at [edward.cole@easternwv.edu](mailto:edward.cole@easternwv.edu) if you're not sure about your idea for community service, and we can let you know if your activity can be approved or not. Once you complete your service, make sure that your site supervisor signs the required form. If you need this form, reach out to our office and we will send it to you.

**Remember! If you fail to complete your community service by the deadline, it's a requirement that you repay 100% of the grant funds that you received for the term.**

Eastern West Virginia Community and Technical College  
Financial Aid Office  
[edward.cole@easternwv.edu](mailto:edward.cole@easternwv.edu)  
304-434-8000

Eastern West Virginia Community and Technical College does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

# Community Service Form

Students who receive the West Virginia Invests Grant must complete two hours of community service approved by the institution during the term in which funds are received. Visit [wvinvests.org](http://wvinvests.org) for more information.

- Community Service hours completed before or after the term do not count toward the two-hour requirement.
- Failure to complete and document the completion of the community service requirement may result in cancellation of the award for the term awarded and the student becoming ineligible for the WV Invests Grant.

**This form must be completed and signed by the student then signed off by the organization the student is completing community service with. Once completed and signed, submit to the financial aid office at your institution.**

**TO BE COMPLETED BY THE STUDENT:**

Last Name	First Name	Student ID (Do Not leave Blank)
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E-mail	Phone Number
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College Name	Date(s) of Service
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Organization	Organization Contact Person Name and Title
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Organization Contact E-mail	Organization Contact Phone Number
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Organization Address

Full Detail of the activity completed: \_\_\_\_\_

By signing below, I verify I completed            hours of unpaid community service as listed above and it meets the institution's guidelines for community service.

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Student Signature \_\_\_\_\_

**TO BE COMPLETED BY ORGANIZATION CONTACT PERSON:**

I certify the student listed on this form performed the above activities for the hours reported at my organization.

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Organization Contact Signature

**TO BE COMPLETED BY COLLEGE:**

College Representative Signature

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Approved by College (date) \_\_\_\_\_