The Legacy Scholarship is designed to assist students in need of financial aid who are willing to participate in community service. The service hours can be completed with any service organization, service project, volunteer activity, or civic engagement group in any city. Students are required to complete 50 service hours (25 for graduating seniors) per calendar year, which means that students can count any hours completed between January 2018 and February 15, 2019 toward this requirement. Please complete the following steps in order to remain eligible to continue receiving this scholarship.

**Application Materials**

Each document requirement will be scored a 1 for complete or a 0 for incomplete in Compass. Please check your email and Compass regularly. You will be notified if your documents are incomplete and will have the opportunity to resubmit your materials. We suggest that you upload your materials before the deadline so you can receive feedback and have the opportunity to resubmit your materials if needed.

I. **Service Hours Tally Sheet**
   
   a. You will be provided a Service Hours Tally Sheet. Please fill out your contact information, graduation month/year, and major at the top.
   
   b. Please list EACH organization you have volunteered with over the past year that you are choosing to count toward your hours. Please refer to the Frequently Asked Questions document for approved volunteer and service opportunities. You are not required to fill out each line. If you complete all 50 hours with one organization, this is the only agency you need to list. Add up your total number of volunteer hours at the bottom of this form.

II. **Agency Contact Form**
   
   a. You will be provided a chart to track the number of hours you complete EACH time you volunteer.
   
   b. You should have an Agency Contact form filled out for EACH organization that is listed on your Service Hours Tally Sheet. Please fill out the contact information for this organization AND obtain a signature from a volunteer manager or supervisor. Please refer to the Frequently Asked Questions document for approved volunteer and service opportunities.

III. **Reflection of Service**
   
   a. Type a one page reflection describing your participation in serving the community. Explain how your commitment to service has positively impacted your educational experience and how volunteering has contributed to your professional skills or background. This submission should share details about your volunteering experience as a whole. Consider this reflection a means of gratitude for the scholarship and the benefit of serving the community.
   
   b. If you DO NOT want the Office of Volunteer Programs to use information from your reflection for marketing purposes, please indicate this in your one page reflection.

**NOTE:** You **MUST** click “Marked Reviewed” in the “Welcome-START HERE” tab in order to gain access to your Legacy Documents.

Please upload documents to Compass **NO LATER** than 4:59 PM CST on Monday, February 15, 2019.