



Washington College, as with all other institutions with Federal Work-Study, is required to spend 7% of the annual allocation in wages for students working in approved Community Service positions. Community Service Federal Work-Study students are employees of Washington College, that provide assistance/work to local non-profits who meet the Community Service requirements. These students, while WC employees, work off-site and are supervised by approved partners in the community.

The requirements to meet eligibility for Community Service positions are somewhat stringent and not all non-profits are eligible. The organization must provide a service to the community and in no way can anyone interested in the services, or wishing to join the organization, be made to pay. Also, any for-profit institution would not be eligible.

From the 2018-2019 Federal Student Aid Handbook, Volume 6, Chapter 2:

*Work must be “in the public interest” Work performed off campus must be in the public interest. Work in the public interest is defined as work performed for the welfare of the nation or community rather than work performed for a particular interest or group. Work is not “in the public interest” if it* ♦ *primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal or religious order, or a cooperative;* ♦ *involves any partisan or nonpartisan political activity or is associated with a faction in an election for public or party office;* ♦ *is for an elected official unless the official is responsible for the regular administration of federal, state, or local government;* ♦ *is work as a political aide for any elected official;* ♦ *takes into account a student’s political support or party affiliation in hiring him or her; or* ♦ *involves lobbying on the federal, state, or local level.*

Also, no Federal Work-Study student can be involved in constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.

#### **Sample timeline for interested organizations:**

- Meet to go over the objectives and mission of the organization. This helps Washington College determine if the institution would be eligible for Community Service.
- Work in conjunction with the organization to develop a job description.
- Provide training to a supervisor and secondary supervisor on Washington College's job portal - JobX and WebAdvisor (where student employees and supervisors submit and approve time sheets).
- Post the position on JobX. Students apply, interview, and are hired.

Interested non-profit organizations should contact Natalie Story, Associate Director, Office of Student Financial Aid/Federal Work Study Coordinator at 410-778-7214 or [nstory2@washcoll.edu](mailto:nstory2@washcoll.edu).