



Volunteerism Credit Overview

There is an opportunity to earn up to one Volunteerism credit per student for approved volunteer community service activities that may take place in a variety of settings completed by an individual student. Granting credit for approved volunteerism for community service activities recognizes student achievement in areas outside of the regular Secondary Level program; enhances the well-being of self and others while providing meaningful service to the individual, organization and community; assists students in building pathways to the workforce; and provides a context for learning.

The Volunteerism Credit must adhere to the requirements outlined in the Administrative Procedure 264 Volunteerism Credit and the Volunteerism Credit Form #3539. These requirements include the following:

- A student must be enrolled in grade 10-12 in the Division and in a regular 24 credit program in the Division.
- Each Volunteerism Credit Plan must be unique to and initiated, designed, and planned by a single student.
- A completed Volunteerism Credit Plan must be submitted by a student to the Principal, or designate, for verification and approval prior to the beginning of the plan.
- Volunteer community service activities undertaken prior to approval cannot be earned/applied retroactively.
- The Volunteerism Credit requires a minimum of 100 hours of volunteer time for one of more community service activities and meetings with the Community Service Organization(s) regarding progress.
- Volunteer community service hours, for one or more community service activities, must be completed in grades 10-12 and outside of the of the regular school program hours.
- A completed Volunteerism Credit Student Log and Communication Record must be submitted by the student to the Principal, or designate, and verified and approved by the Principal, or designate, following completion of the project.

A student who successfully completes and submits the Volunteerism Credit, Student Log, and Communication Record shall be granted one credit at the 30 level – Volunteerism 30, with a final mark record of Standing Granted on the approval of and communication to the Ministry of Education by the Principal.

The Volunteerism credit – Volunteerism 30, can be used to fulfill elective requirements for graduation excluding Adult 12 program requirements. Because there is no provincially approved curriculum attached to this credit, the mark will not be considered for scholarships awarded by the school.

The Division shall not be responsible for any costs, liability, or responsibility associated with a student's Volunteerism Credit Plan and volunteer experience.



Volunteerism Credit Roles and Responsibilities

Student:

- Review the School Division Administrative Procedure for Volunteerism Credit and the Volunteerism Credit Form.
- Identify volunteer activities that are appropriate and related to community service including the community service organization's name, address and contact information.
- Initiate, design, and plan how the Volunteerism Credit will be earned which must include a minimum of 100 hours of volunteer work for one or more Community Service Organizations.
- Share and review the School Division the Administrative Procedure 264 Volunteerism Credit and the Volunteerism Credit Form #3539 including the roles and responsibilities of the Community Service Organization(s) with each Community Service Organization listed in the Volunteerism Credit Plan.
- Submit a completed Volunteerism Credit Plan which is clear, detailed, and signed to their Principal, or designate, and wait for verification and approval.
- Upon verification and approval of the plan, complete volunteer hour requirements and meetings with the Community Service Organization(s) regarding progress.
- Document volunteer hour requirements and meetings with the Community Service Organization(s) regarding progress using the Volunteerism Credit Student Log and Communication Record.
- Upon completion of the plan, sign and submit the completed Volunteerism Credit Student Log and Communication Record to the Principal, or designate, for verification and approval.

Parents/Guardians:

- Review the School Division the Administrative Procedure 264 Volunteerism Credit and the Volunteerism Credit Form #3539.
- Ensure volunteer activities identified by the student are appropriate and related to community service and suggest volunteer activities that are not-for-profit and would be personally interesting and engaging for the student.
- Review the Volunteerism Credit Plan with the student prior to its submission to gain understanding of the plan including timelines, activities, and hours logged.
- Sign the completed Volunteer Credit Plan.
- Check in with the student during completion of the plan to determine progress and identify supports that may be required for the successful completion of the plan.
- Assume any costs, liability, and responsibility associated with the student's plan and volunteer experience.

Community Service Organization:

- Review the School Division the Administrative Procedure 364 Volunteerism Credit and the Volunteerism Credit Form #3539.



- Identify and assign a Mentor to represent and fulfill the Community Service Organization roles and responsibilities.
- Work directly with the student to provide coaching, instruction, training, or other supports as outlined in the plan.
- Supervise and meet with the student to provide ongoing feedback regarding progress.
- Sign the student's Volunteerism Credit Plan, Student Log, and Communication Record as required.

Principal, or Designate:

- Review and ensure the School Division the Administrative Procedure 264 Volunteerism Credit and the Volunteerism Credit Form #3539 is followed.
- Ensure students interested in attaining a Volunteerism Credit are provided Volunteerism Credit Plan.
- Once submitted by the student, review, verify, and approve or reject the student's Volunteer Credit Plan and communicate to the student and, if applicable, the parent/guardian the decision made regarding the student's Volunteerism Credit Plan.
- Once submitted by the student, review, verify, and approve or reject the student's Volunteerism Credit Student Log and Communication Record.
- If the student successfully completed the approved Volunteerism Credit Plan submit a copy of the completed Volunteer Credit Plan, Student Log, and Communication Record and a final mark of Standing Granted (SG) per Form 8.1 Secondary Level Non-Academic Courses New Mark Addition to the Ministry of Education.
- Keep approved and rejected Volunteerism Credit Plans, Student Logs, and Communication Records on file at the school for five years.

Division:

- Develop Administrative Procedure for Volunteerism Credit that is consistent with the Volunteerism Policy as outlined by the Ministry of Education.
- Submit the Administrative Procedure as per the Ministry of Education's Volunteerism policy.



Volunteerism Credit Ineligible Activities

The Ministry has developed a list of activities that should not be chosen as volunteerism hours for community service activities. These are referred to as ineligible activities. An ineligible activity is an activity that:

- Is a requirement of a class or course in which the student is enrolled (e.g., Life Transitions community service portion of a course, job shadowing, work experience/work placement).
- Takes place during the time allotted for the instructional program on a school day. However, an activity that takes place during the student's lunch breaks, "spare" periods, before or after regular school hours is permissible.
- Occurs on a construction site, pulp mills, sawmills, woodworking establishments, smelters, foundries, refineries or metal processing or fabricating operations.
- Occurs in a confined space, production process, meat, fish or poultry processing plant.
- Occurs in a forestry or logging operation, on a drilling or servicing rig, as an operator of powered mobile equipment, a crane, or a hoist.
- May result in exposure to a chemical or biological substance is likely to endanger the health or safety of the person or requires the handlings and administration of any type or for of medication or medical procedure to other persons.
- Occurs in power line construction or maintenance.
- Would normally be performed for wages by a person (i.e., a paid employee in the workplace).
- May result in banking or the handling of securities, or the management of jewelry, works of art, antiques, or other valuables.
- Consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities (e.g., clubs, teams, etc.).
- Involves activities for a court-ordered programs such as young offenders or probationary program.