

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 223 – Volunteerism 30 Credit	
Related LCSD AP's		
Form(s)	Volunteerism Policy 2023 Appendix B, D, and E	
References:	The Education Act, 1995 Sections 4 (1), (1.1) (c), 4.02 and 149(1) The Saskatchewan Employment Act, 2013 The Employment Standards Regulations Occupational Health and Safety Regulations, 2020, Section 3-3(1) The Registrar's Handbook for School Administrators Saskatchewan Ministry of Education Volunteerism Policy, 2023	
Received by the Board: April, 2024	Update: April, 2024	

Background

Volunteerism enhances the well-being of self and others while providing meaningful service to the individual, organization, and community. Volunteerism can assist students in building pathways to the workforce; it is another form of applied learning and work exposure that supports career decision making while providing a context for learning.

Subject to the Education Act, 1995, Saskatchewan Employment Act, the Employment Standards Regulations and the Occupational Health and Safety Regulations, the Lloydminster Catholic School Division authorizes a volunteerism secondary level credit for community service activities that may take place in a variety of settings, including businesses, not-for-profit organizations, public sector institutions (including hospitals and long-term care facilities) and informal settings.

Definitions:

Community Service Activities - refers to organized activities led by businesses, not-for-profit organizations, public sector institutions (including schools, hospitals, long-term care facilities and childcare facilities), and informal settings that contribute to the health of the community and broader society.

Volunteer - refers to someone who gives their time in support of helping others with no expectation of gain or material benefit in return.

Volunteerism – is the act of volunteering through community service activities.

Guiding Principles

1. To earn a volunteerism credit, the student must be enrolled in a regular 24 credit program in a high school within Lloydminster Catholic School Division.
2. Volunteerism hours must be completed in Grades 10 to 12.
3. To enroll in the volunteerism credit, the student is required to submit a personalized learning plan to the school administration, using the *Volunteerism Plan Template*.
4. The *Volunteerism Plan Template* must be completed by the student and approved by the principal.
5. Volunteer hours are to be undertaken and completed outside of the regular school program hours.
6. The volunteerism credit requires a minimum of 100 hours of volunteer time for one or more community service activities.
7. Volunteerism 30 credit will receive a Standing Granted (SG) as a final mark record. All volunteerism credits are to be submitted to the Ministry using Form 8.1 Secondary Level Non-Academic Course – New Mark Addition accompanied by a copy of the student’s completed *Volunteerism 30 Plan* and *Student Log* templates.
8. Holy Rosary High School will establish procedures to communicate to parents/guardians and students the availability, the administrative procedure policy requirements for credit attainment for volunteerism.
9. The school shall retain a copy of the volunteerism plan and log and supporting documentation on file for a minimum of five years. All proposals are subject to Ministry auditing.
10. This policy is not applicable to the Adult 12 program requirements.

Process

1. The student will complete a volunteerism plan using the *Volunteerism 30 Plan Template* and submit to principal for approval.
2. The principal will review the volunteer activities to ensure there is minimal to no risk of harm to the student.
3. Upon approval of the plan by the principal, the student will complete and document the volunteer hour requirements using the *Volunteerism 30 Student Log*.
4. The student will provide evidence of volunteerism and a minimum of 100 hours of volunteer work to the principal.
5. The parent/guardian will assume any liability and responsibility related to the student’s plan and volunteer experience.
6. The student and parent/guardian will sign the completed *Volunteerism 30 Plan Template*.
7. The community service organization will work directly with the students to provide coaching, instruction, training or other supports as outlined in the plan, supervise and provide ongoing feedback to the student.

8. The community service organization will sign the student's *Volunteerism 30 Plan Template* and Hour Log.
9. The principal will ensure the policy is followed, approve, and validate that the volunteer hours are related to community service.
10. The principal will sign off on a final mark and submit a copy of the completed plan/proposal and hour log as per Form 8.1 Secondary Level Non-Academic Courses New Mark Addition.
11. The school will keep the documentation on file for five years.

Documents/Forms

[Volunteerism Roles and Responsibilities](#)

[Ineligible Volunteerism Activities](#)

[Volunteerism Questions and Answers](#)

[Volunteerism 30 Plan Template](#)

[Volunteerism 30 Student Log](#)

Appendix A: Volunteerism Roles and Responsibilities

Student:

- Identify appropriate volunteer activities including the community service organization's name, address and contact information as per the school administrative procedure or policy. Speak to their guidance counsellor about other ways their school could allow them to earn community service hours throughout the year.
- Complete a volunteerism plan using the Volunteerism 30 Plan Template and submit to the school administrator for approval.
- Upon approval of the plan, complete and document the volunteer hour requirements using the *Volunteerism 30 Student Log*.
- Provide evidence of volunteerism and a minimum of 100 hours of volunteer work.
- Communicate with school administration and community service organization as outlined in plan.
- Sign the completed *Volunteerism 30 Plan Template*.

Parents/Guardians:

- Review with the student a variety of ideas for potential not-for-profit volunteer activities that would be personally interesting and engaging for the student.
- Review the plan with the student to gain understanding of the plan including timelines, activities and hours logged.
- Check in with the student during the plan to determine how the student is progressing and help identify supports that may be required for the successful completion of the plan.
- Assume any liability and responsibility related to the student's plan and volunteer experience.
- Sign the completed *Volunteerism 30 Plan Template*.

Community Service Organization:

- Work directly with the student to provide coaching, instruction, training or other supports as outlined in the plan.
- Supervise the student.
- Provide ongoing feedback to the student.
- Sign the student's *Volunteerism 30 Plan Template* and Hour Log.

Principals:

- Ensure the administrative procedure is followed.
- Ensure that students are provided with the information and forms needed to complete the volunteer hour requirement, including information about the activities that are approved and the activities that are ineligible.
- Review plan to validate that volunteer hours are related to community service.
- Sign off on final mark. Volunteerism 30 credits will receive a Standing Granted (SG) as a final mark record. Submit a copy of the completed plan/proposal and hour log as per [Form 8.1 Secondary Level Non-Academic Courses New Mark Addition](#).
- Keep the documentation on file for five years.

Preparation for Volunteerism – Questions for Consideration:

- Has the mandatory student volunteerism plan been developed?
- Have the roles and responsibilities of school-based personnel and community service organizations been identified and communicated?
- Does the volunteerism plan meet the administrative procedure guidelines for the Education Organization?

Appendix B: Ineligible Volunteerism 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, saw mills, wood working 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.); and,
- involves activities for a court-ordered programs such as young offenders or probationary program.

Resources:

Addendum to “The Protection of Young Workers in Canadian Employment Law”, by Peter Bowal, Joseph Craig and Mark Kelndorfer, Law Now, 38(5), May/June 2014 - www.lawnow.org/wp-content/uploads/2014/04/Provincial-Youth-Employment-Laws-Chart.pdf

Ontario Education – “Ontario secondary school diploma requirement: community involvement activities in English-language schools”, July 2022 - www.ontario.ca/document/education-ontario-policy-and-program-direction/policyprogram-memorandum-124a#section-12

Saskatchewan Minimum Age and Workplace Restrictions - www.saskatchewan.ca/business/hire-train-and-manage-employees/youth-in-the-workplace/minimum-age-and-workplace-restrictions

Appendix C: Volunteerism 30 Credit – Questions and Answers

1. What is a Volunteerism 30 credit?

The Volunteerism 30 credit recognizes students who commit to actively participating in supporting and strengthening their communities by donating 100 hours of their personal time to work at community activities. Hours logged during community service activities may take place in a variety of settings, including businesses, not-for-profit organizations, public sector institutions (including hospitals and care facilities) and informal settings.

2. Can a student be paid for volunteerism by the organization?

Students will not be paid for performing any community involvement activity. However, an honorarium may be accepted.

3. Is a program itself (e.g., hockey, dance, drama, etc.) grounds for a volunteerism credit?

No, personal recreational activities are ineligible. Refer to Appendix B: Ineligible Volunteerism Activities.

4. Can a student volunteer in school based activities?

Yes, a student who works on the yearbook, referees sports for no pay, spends time assisting teachers (e.g., a high school student might help an elementary teacher with laminating, copying, decorating, etc.) or running the canteen are acceptable school based activities.

5. What does the plan look like?

Refer to the *Volunteerism 30 Plan Template*.

6. What are the deadlines?

The *Volunteerism 30 Plan Template* must be completed and approved by the principal prior to the student beginning the project. Any other timelines are determined locally.

7. Who assumes the responsibility and liability of the student in the unlikely event of an accident or death?

It is recommended that the Education Organization clarifies this with the Saskatchewan School Boards Association lawyers or other entity.

8. What do we mean by 100 hours of volunteerism for credit recognition?

100 hours of volunteerism = 1 credit. The expected start and completion dates and an outline of how the required amount of time (100 hours) must be clearly outlined in the plan, recorded on the Student Log and submitted to credit.transfer@gov.sk.ca to receive the credit.

- 9. Is there a timeline framework to complete a volunteerism credit? Does it have to be completed within the school calendar year, or can it flow over the course of three academic years, or be completed in part during summer/holiday months?**

There is no time limit, however, students must be enrolled in the Saskatchewan school in Grade 10, 11 or 12. The timeline should be identified in the *Volunteerism Plan Template*. Any adjustments to the timeline must be recorded on the proposal for future reference and auditing.

- 10. Does a supervising teacher have to complete and keep a log regarding the monitoring process/communications?**

Refer to [Appendix A: Volunteerism Roles and Responsibilities](#).

- 11. Can a volunteerism credit be used to complete under the Adult 12 program?**

No, adult 12 program learners are to be directed to the Prior Learning 30 credit option.

- 12. How is a volunteerism final mark record of Standing Granted (SG) submitted to the Ministry of Education Student Data System?**

For volunteerism, submit a copy of the completed plan/proposal and hour log as per [Form 8.1 Secondary Level Non-Academic Courses New Mark Addition](#).

A final mark of SG will be awarded and appear on the student's official *Transcript of Secondary Level Achievement*.

Appendix D: Volunteerism 30 Plan Template

Sections 1, 2 & 3: To be completed by the student.

Please Print

Section 1: Student Information												
Last Name:						First Name:						
Grade:		School:										
Section 2: Plan Overview												
In this section, identify the community service activities by organization to the used to fulfil the 100 hour of volunteerism requirement.												
Section 3: Community Service Organization Information												
Organization Name:												
Last Name:						First Name:						
Phone Number:											Email:	
Organization Name:												
Last Name:						First Name:						
Phone Number:											Email:	

Organization Name:										
Last Name:						First Name:				
Phone Number:						Email:				
Organization Name:										
Last Name:						First Name:				
Phone Number:						Email:				

Attach additional pages if needed.

Student

Signature

Day	Mon	Year			

Parent/Guardian

Signature

Day	Mon	Year			

Principal or Designate

Signature

Day	Mon	Year			

**** The signed plan and hour log are to be kept in the Student Cumulative file for 5 years. ****

Appendix E: Volunteerism 30 Credit Student Log

Name: _____

A minimum of 100 hours is required for Volunteerism 30 credit recognition. Please log the hours below and have the community service organization mentor sign off.

Date (mm/dd/year)	# of Hours	Mentor Signature	Date (mm/dd/year)	# of Hours	Mentor Signature

Note: This log is to be submitted with [Form 8.1 Secondary Level Non-Academic Courses New Mark Addition](#).