

Curriculum and Instruction 8330	Administrative Application	
	Last Reviewed / Approved on:	October 29, 2024
	References:	The Education Act, 1995 Sections 4 (1), (1.1) (c), 4.02 and 149(1) Labour Standards Regulations, 1995, RRS c L-1 Reg 5 Occupational Health and Safety Regulations, 1996 under the Occupational Health and Safety Act, 1993, Section 14(1) The Registrar's Handbook for School Administrators Volunteerism Credit Policy – Government of Saskatchewan 2024 – 25 Policy 12 – Role of the Director
	Status:	Operational

Preamble

Volunteerism is an opportunity for students to earn a credit that may be used to fulfill elective requirements for graduation while contributing to their community. 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.

A Volunteerism 30 credit may be provided to recognize 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 parishes, businesses, not-for-profit organizations, public sector institutions (including hospitals and care facilities) and informal settings.

Definitions

1. **Community Service Activities** - refers to organized activities led by businesses, not-for-profit organizations, public sector institutions (including schools, parishes, hospitals, long-term care facilities and childcare facilities), and informal settings that contribute to the health of the community and broader society.
2. **Volunteer** - refers to someone who gives their time in support of helping others with no expectation of gain or material benefit in return.

3. **Volunteerism** - refers to the act of volunteering through community service activities. 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.

Application

Guiding Principles

1. A student may earn one volunteerism credit for approved volunteer activities within the community in a variety of settings.
2. The student must be enrolled in a regular 24 credit program in a high school within Regina Catholic Schools.
3. Volunteerism hours must be completed and logged in Grades 10 to 12.
4. 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** provided within the [Ministry of Education's Volunteer Policy](#).
5. The Division shall not be responsible for any costs, liability, or responsibility associated with a student's Volunteerism Credit Plan and volunteer experience.
6. Volunteer hours are to be undertaken and completed outside of the regular school program hours and outside of a student's homeschool extracurricular activities or curricular programs.
7. The volunteerism credit requires a minimum of 100 hours of volunteer time for one or more community service activities. All activities and hours must be logged in the **Volunteerism Student Log** provided within the [Ministry of Education's Volunteer Policy](#).
8. The 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. This credit may be used to fulfill elective requirements for graduation, excluding Adult 12 requirements.
9. Schools shall establish procedures to communicate to parents/guardians and students the availability, the administrative procedure or policy requirements for credit attainment for volunteerism.
10. 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.

Responsibilities

1. The student shall:

- a. Complete a signed volunteerism plan using the Volunteerism 30 Plan Template and submit to the school administrator for approval.
- b. Upon approval of the plan, complete and document the volunteer hour requirements using the Volunteerism 30 Student Log.
- c. Provide the principal with completed Volunteerism 30 Student log as evidence of completion of the 100 hours of volunteer work.

2. The parent/guardian shall:

- a. Sign the completed Volunteerism 30 Plan Template prior to student submission to the administrator for approval.
- b. Will assume any liability and responsibility related to the student's plan and volunteer experience.

3. The community service organization shall:

- a. Work directly with the student to provide coaching, instruction, training or other supports as outlined in the plan, supervise and provide ongoing feedback to the student.
- b. Will sign the student's Volunteerism 30 Plan Template and Hour Log.

4. The principal shall:

- a. Review the volunteer activities to ensure there is minimal to no risk of harm to the student and that the activity is eligible in accordance with Ministry guidelines (Refer to Appendix A) and the policies and administrative applications of Regina Catholic Schools.
- b. Ensure the policy is followed, approve and validate that the volunteer hours are related to community service,
- c. Sign off on the SG credit 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.
- d. Ensure the documentation is placed in the student's cumulative file to meet the five-year storage requirement.

Appendix A: 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:

1. 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);
2. 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;
3. occurs on a construction site, pulp mills, sawmills, wood working establishments, smelters, foundries, refineries or metal processing or fabricating operations;
4. occurs in a confined space, production process, meat, fish or poultry processing plant;
5. 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;
6. 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 of medication or medical procedure to other persons;
7. occurs in power line construction or maintenance;
8. would normally be performed for wages by a person (i.e., a paid employee in the workplace);
9. may result in banking or the handling of securities, or the management of jewelry, works of art, antiques, or other valuables;
10. consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities (e.g., clubs, teams, etc.); and,
11. involves activities for court-ordered programs such as young offenders or probationary program.

Appendix B: 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*.

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	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Day</td> <td style="padding: 2px;">Mon</td> <td style="padding: 2px;">Year</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Day	Mon	Year			
Day	Mon	Year						
Parent/Guardian	Signature	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Day</td> <td style="padding: 2px;">Mon</td> <td style="padding: 2px;">Year</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Day	Mon	Year			
Day	Mon	Year						
Principal or Designate	Signature	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Day</td> <td style="padding: 2px;">Mon</td> <td style="padding: 2px;">Year</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Day	Mon	Year			
Day	Mon	Year						

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

Appendix D: 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](#).