


Administrative Procedure Volunteerism Credits	
	Department: Student Programs
	Approved by: Leadership Council
	Date Approved: February 5, 2024
	Revision Date(s):
	Review Date:
	<p>External References</p> <ul style="list-style-type: none"> • <i>The Education Act, 1995</i> • <i>Labour Standards Regulation, 1995</i> • <i>Occupational Health and Safety Regulations, 1996</i> • <i>Occupational Health and Safety Act, 1993</i> • The Registrar’s Handbook for School Administrators <p>Internal References</p> <ul style="list-style-type: none"> • Appendix A – Volunteerism 30 Credit Policy Roles and Responsibilities Expectations • Appendix B – Volunteerism 30 Credit Questions and Answers • Form – Volunteerism 30 Credit Plan Template • Form – Volunteerism 30 Credit Student Log

Purpose

- This administrative procedure outlines the process for students enrolled at Saskatchewan Distance Learning Centre (Sask DLC) to apply and receive credit for their community service work towards a secondary-level volunteerism credit.

Scope

- This administrative procedure applies to all students enrolled at Sask DLC who seek to obtain credit for volunteerism through community service activities. It covers community service activities in various settings including businesses, not-for-profit organizations, public sector institutions (including hospitals and long-term care facilities) and informal settings.

Policy Statement

- Sask DLC recognizes the value of community service in the holistic development of students. Students enrolled in the Sask DLC can earn credit by actively engaging in volunteerism within their community.
- Sask DLC provides its students with the option to earn Volunteerism 30 credit. The administration of Volunteerism 30 credit follows the guidelines specified by the Ministry of Education.
- Sask DLC students can use Volunteerism 30 credits to fulfill their elective requirements for graduation. This credit recognizes the achievements of students participating in community service

organizations outside their regular Secondary Level program. Upon successful completion of a volunteerism credit at the 30-level, a final mark record of Standing Granted (SG) will be awarded to the student. The official Transcript of Secondary Level Achievement will reflect the mark of SG.

Procedures:

1. General

- a. Sask DLC campus will administer the volunteerism credit process in accordance with the ministry guidelines and Sask DLC policies. The ministry requires that:
 - i. To earn a volunteerism credit, the student must be enrolled in a regular 24 credit program in the Education Organization school.
 - ii. Volunteerism hours must be completed in grades 10 to 12.
 - iii. 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*.
 - iv. The Volunteerism Plan Template must be completed and approved by the campus administrator or designate.
 - v. Volunteer hours are to be undertaken and completed outside of the regular school program hours.
 - vi. The volunteerism credit requires a minimum of 100 hours of volunteer time for one or more community service activities.
 - vii. 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.
 - viii. Schools shall establish procedures to communicate to parents/guardians and students the availability, the administrative procedure or policy requirements for credit attainment for volunteerism.
 - ix. The Education Organizations 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.
 - x. This policy is not applicable to the Adult 12 program requirements.

2. Ineligible Volunteerism Activities

- a. 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:
 - i. 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);
 - ii. 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;

- iii. occurs on a construction site, pulp mills, saw mills, wood working establishments, smelters, foundries, refineries or metal processing or fabricating operations;
- iv. occurs in a confined space, production process, meat, fish or poultry processing plant;
- v. 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;
- vi. may result in exposure to a chemical or biological substance that is likely to endanger the health or safety of the person or requires the handling and administration of any type or for of medication or medical procedure to other persons;
- vii. occurs in power line construction or maintenance;
- viii. would normally be performed for wages by a person (i.e., a paid employee in the workplace);
- ix. may result in banking or the handling of securities, or the management of jewelry, works of art, antiques, or other valuables;
- x. consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities (e.g., clubs, teams, etc.); and,
- xi. involves activities for a court-ordered programs such as young offenders or probationary program.

Definitions:


Education Organization includes provincial school divisions, the Conseil des écoles francsaskoises, the Saskatchewan Distance Learning Corporation, independent schools, First Nations schools, regional colleges, historical high schools, and care and custody facilities that offer Kindergarten to Grade 12 education in Saskatchewan.

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 child care 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 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.

Volunteerism Credit Roles and Responsibilities Expectations

	Adopted: February 5, 2024 Amended: N/A
	External References <ul style="list-style-type: none"> • Ministry of Education Volunteerism Policy 2023
	Internal References <ul style="list-style-type: none"> • Appendix B – Volunteerism 30 Credits Questions and Answers • Volunteerism AP • Form – Volunteerism 30 Plan Template • Form – Volunteerism 30 Credit Student Log

Taken from the Ministry of Education Special Project Credit Policy (pages 6-7) 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 it 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. Link to form – Use Policy Template and Log for this.

Parents

- 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. Review the plan with the student to gain understanding of the plan including timelines, activities and hours logged.
- Supervise the student.

- c. Provide ongoing feedback to the student.
- d. Sign the completed Volunteerism 30 Plan Template.

Campus Administrator

- a. Ensure the administrative procedure is followed.
- b. Ensure that students are provided with the information and forms needed to complete the
- c. volunteer hour requirement, including information about the activities that are approved and the activities that are ineligible.
- d. Review plan to validate that volunteer hours are related to community service.
- e. 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.
- f. Keep the documentation on file for five years.

Superintendent of Student Programming or Curriculum Consultant

- a. Ensure the Education Organization's administrative procedures are followed.
- b. Review and approve project proposal prior to student beginning the work.
- c. Sign the completed Volunteerism 30 Plan Template.

Volunteerism 30 Credit Questions and Answers



Adopted: February 5, 2024

Amended: N/A

External References

- Ministry of Education Volunteerism Policy 2023

Internal References

- Appendix A – Volunteerism 30 Credit Roles and Responsibilities
- Volunteerism AP
- Form – Volunteerism 30 Plan Template
- Form – Volunteerism 30 Credit Student Log

Taken from the Ministry of Education Special Project Credit Policy (pages 9-10.)

Q1. What is a Volunteerism 30 credit?

A. 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.

Q2. Can a student be paid for volunteerism by the organization?

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

Q3. Is a program itself (e.g., hockey, dance, drama, etc.) grounds for a volunteerism credit?

A. No, personal recreational activities are ineligible. Refer to Ineligible Volunteerism Activities.

Q4. Can a student volunteer in school-based activities?

A. Yes, a student who works on the yearbook, referee's 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.

Q5. What does the plan look like?

A. Refer to the *Volunteerism 30 Plan Template*.

Q6. What are the deadlines?

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

Q7. What do we mean by 100 hours of volunteerism for credit recognition?

A. 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.

Q8. 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?

A. 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.

Q9. Does a supervising teacher have to complete and keep a log regarding the monitoring process/communications?

A. Refer to Volunteerism Roles and Responsibilities.

Q10. Can a volunteerism credit be used to complete under the Adult 12 program?

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

Q11. How is a volunteerism final mark record of Standing Granted (SG) submitted to the Ministry of Education Student Data System?

A. 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*.