



AP 224: VOLUNTEERISM CREDIT

BACKGROUND

Saskatoon Public Schools supports students in gaining recognition for learning that is the result of volunteer activities in their communities. The Ministry of Education Volunteerism Policy allows students enrolled in a regular 24 credit program in grades 10 to 12 to obtain a Volunteerism 30 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*. This credit can be used by students to fulfill elective requirements for graduation.

DEFINITIONS:

Community Service Activities - refers to organized activities led by businesses, notfor-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.

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.

POLICY STATEMENT:

1. The student must be enrolled in a regular 24 credit program in Saskatoon Public Schools.
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 and approved by the principal or designate.
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. Schools shall establish procedures to communicate to parents/guardians and students the availability, the administrative procedure or policy requirements for credit attainment for volunteerism.



9. 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.
10. This policy is not applicable to the Adult 12 program requirements.

ROLES AND RESPONSIBILITIES

1. Student:
 - a. Identify appropriate volunteer activities including the community service organization's name, address and contact information. Students are encouraged to speak to their guidance counsellor about other ways their school could allow them to earn community service hours throughout the year.
 - b. Complete a volunteerism plan using the Volunteerism 30 Plan Template and submit the plan to the school administrator or designate for approval **prior** to beginning volunteer activity that will be used to meet the credit requirement of 100 hours of service.
 - c. Upon approval of the plan, complete a minimum of 100 volunteer hours and document evidence of volunteerism using the Volunteerism 30 Student Log.
2. Parents/Guardians:
 - a. 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.
 - b. Review the plan with the student to gain understanding of the plan including timelines, activities and hours logged and sign the completed *Volunteerism 30 Plan Template* **prior** to the student beginning volunteer activity that will be used to meet the credit requirement of 100 hours of service.
 - c. 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.
 - d. Assume any liability and responsibility related to the student's plan and volunteer experience.
3. Community Service Organization:
 - a. Work directly with the student to provide coaching, instruction, training or other supports as outlined in the plan.
 - b. Supervise the student and provide ongoing feedback.
 - c. Confirm the student's hours of service on the *Volunteerism 30 Credit Student Log*.
4. Principals (or designate):
 - a. 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.
 - b. Approve the completed plan validating that the proposed community service hours are eligible according to *Appendix B* of the Volunteerism Policy.
 - c. Confirm the student has met the requirements to receive a Volunteerism 30 credit and submit the credit to student records via MySchoolSask using Form 8.1 Secondary Level Non-Academic Courses New Mark Addition.



- Note:
- A copy of the completed plan and the hour log will accompany Form 8.1.
 - Volunteerism 30 credits will receive Standing Granted (SG) as a final mark.
- d. Keep the documentation on file for five years.

DOCUMENTS:

[Volunteerism Roles and Responsibilities](#)

[Ineligible Volunteerism Activities](#)

[Volunteerism Questions and Answers](#)

[Volunteerism 30 Plan Template](#)

[Volunteerism 30 Student Log](#)

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

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