

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 223 – Volunteerism 30 Credit</b>	
Related LCSD AP's	AP 223 Appendix – Guide Book Volunteerism 30 Credit	
Form(s)	F 223.1 – Volunteerism 30 Plan Template F 223.2 – Volunteerism 30 Credit Student Log	
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	
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## 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 F223.1 – Volunteerism Plan Template.
4. F223.1 – 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:
  - 7.1 F223.1 – Volunteerism 30 Plan Template
  - 7.2 F223.2 – Volunteerism 30 Credit Log
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 F223.2 – Volunteerism Plan 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.

## **Guiding Principles**

1. The student will complete a volunteerism plan using F223.1 – 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 F223.2 – Volunteerism 30 Credit 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 F223.1 – 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 F223.1 – Volunteerism 30 Plan Template and F223.2 – Volunteerism 30 Credit Student 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 F223.2 – Volunteerism 30 Credit Student Log.
11. The school will keep the documentation on file for five years.