



## Administrative Procedure 1005

# Community Service Volunteer Recognition

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**Board Governance Policy Cross Reference:** [1](#), [12](#), [14](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

[Community Service Participation Form](#)

[Community Service SIP Parent/Guardian Approval Form](#)

[Community Service Student-Initiated Project \(CSSIP\) School Approval Form](#)

[Community Service Tracking Form](#)

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**Legal/Regulatory Reference:**

[Locally Developed Curricula – School-Initiated Courses and Student-Initiated Projects](#)

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**Date Adopted:** 2003

**Amended:** February 2020

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Brandon School Division believes that volunteering in community service activities provides students with developmental opportunities that will enrich their lives; promote social responsibility; and provide students with opportunity for personal and intellectual growth.

Student can make a contribution by volunteering for worthwhile causes or organizations. The civic knowledge, skills, and attitudes obtained from such community service activity can increase a student's self-esteem and maturity and provide more awareness of the needs of others in the community.

### Procedures for Granting a Community Service Credit

As set out in Locally Developed Curricula – School-Initiated Courses and Student-Initiated Projects, the guidelines for a community service student-initiated project credit delineate the responsibilities and roles for the student, the school and Manitoba Education.

- At the Divisional level through the Superintendent/CEO or designate, the community service group/organization is to make formal application for participation (see *Community Service Participation Form*). This is to be submitted prior to the commencement of the volunteer activity. It is a one-time only requirement.

- Students are to complete Community Service SIP Parent-Guardian Approval Form prior to the commencement of the volunteer activity.
- A student will be granted a 11G, 21G, 31G or 41G credit after the successful completion of the required 110 hours (full credit) or 55 hours (half credit) and the submission of the standardized tracking form (see Community Service Tracking Form) The credit can be used towards graduation and does not require departmental registration. A student can earn only one community service credit.
- All other requirements by Manitoba Education must be met as set out in Community Service SIP Parent-Guardian Approval Form and Community Service SIP School Approval Form.

## **Roles and Responsibilities**

### **Student**

- Provide the school with a completed and signed copy of Community Service Student SIP Parent-Guardian Approval Form.
- Submit a completed Community Service SIP School Approval Form to the Student Services Department of their high school prior to commencing the activity and prior to the start of the school semester.
- Participate in the community service activity for a minimum of 110 hours for a full credit or 55 hours for a half-credit and, together with the community organization or group, keep track of their hours on Community Service Tracking Form
- Submit Community Service Tracking Form to the Student Services Department of their high school.
- Understand that the school will not evaluate any hazards that may be associated with the community service activity. Neither the school, the Division, nor Manitoba Education will be liable for any injury to the student or for any damages to or loss of property of the student caused by or in any way related to the student's participation in the community service activity.
- Assume along with parents/guardians the responsibility for safety. A student should discuss concerns relating to the community service activity with their parent/guardian. They should be aware of safety issues and investigate the community organization's or group's liability coverage for volunteers before deciding that the student will participate in the community service activity.
- Understand that withdrawal from the community service activity is possible at any time for any reason.

### **School**

- Provide the students with the required forms: Community Service SIP School Approval Form; Community Service SIP Parent-Guardian Approval Form; Community Service Tracking Form
- Recognize a community service credit that has been granted by another school or school division.
- Grant the 11G, 21G 31G or 41G credit on successful completion of the hours and the outcomes as documented by the community service organization/agency. Record the credit using the code 8977 provided by Manitoba Education Locally Developed Curricula – School-Initiated Courses and Student-Initiated Projects).

### **Division**

- Notify community service organizations/agencies of this optional credit opportunity.
- Provide community service organizations/agencies with Community Service Participation Form.
- Approve the participation of community service organizations/agencies.
- Notify each high school of the names of the approved community service organizations/agencies at the start of each school year.
- Provide each high school with a copy of each approved Community Service Participation Form, which outlines possible learning outcomes, method of supervision and evaluation, and the description of formal training.

### **Manitoba Education**

- Provide guidelines for the Community Service Student Initiated Project.
- Arrange to have reporting of a student's credit as "S" for "standing" (no percentage mark required).
- Share the information about liability. Neither the school, the Division nor Manitoba Education will be liable for any injury to the student or for any damage to or loss of property of the student caused by or in any way related to the student's participation in a community service activity. A student and their parent/guardian bear the responsibility for the student's safety. They should be aware of safety issues and investigate the community organization's or group's liability insurance coverage for volunteers before deciding that the student will participate in the community service activity.