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*GUIDELINES FOR A COMMUNITY SERVICE STUDENT-INITIATED PROJECT
CREDIT*

Students can make a contribution by volunteering for worthwhile causes or organizations. A credit may be available to a student who participates in such activity in the senior years for graduation purposes and does not require departmental registration. The process for obtaining the credit is similar to the one used for the Private Music Option where students provide evidence of music standing by presenting written documentation for the activity in which the student participates outside the school system. To obtain a community service credit a student is required to:

- Identify a community group willing to supervise and provide guidance and written feedback for the volunteer activity.
- Prior to the activity, the Parents/Guardians, the student, and the sponsoring organization's contact person will meet with the Principal or his/her designate to review and fill out the following forms:
 - a) Guidelines for a Community Service Student Initiated Project
 - b) Community Service Student Initiated Project Parent/Guardian Approval Form
 - c) Community Service Student Initiated Project Approval Form
- Prior to the activity, the student will provide the school principal with a brief essay on the anticipated skills, knowledge, and attitudes that will be obtained as a result of the community service activity.
- Participate in a community service activity for a minimum of 110 hours for a full credit.
- Maintain a logbook of tasks completed and provide comments on those experiences. Entries must be made in the logbook after each activity and initialed by the supervising contact person.
- Upon completion of the experience, the student must meet with the principal and participating organization's representative to reflect on the experience and the learning that occurred.
- Provide the Principal and the service organization with a written summary of what learning occurred during the experience.
- Have the organization fill out the provided evaluation sheet after every 25 hours of volunteer activity. The evaluation sheets must be included with the logbook and handed in to the principal or designate at the conclusion of the activity.

Student: Roles and Responsibilities:

To obtain a Community Service SIP credit a student is required to:

- Discuss this credit opportunity with his/her parents/guardians and provide the school with a completed and signed copy of the Parent/Guardian Approval Form.
- Indicate his/her intention to participate in a community service activity for the purpose of obtaining a Community Service SIP Credit to the school prior to commencing the activity and the start of the school semester and discuss the anticipated civic skills, knowledge and attitudes that will be obtained by the student as a result of the community service activity in order to obtain a preliminary evaluation from the school respecting whether the school will recognize the proposed community service activity for a Community Service SIP credit and the level of credit that will be recognized for that activity.
- Understand that, given that there is no formal course, course enrolment is not required.
- Participate in a community service activity a minimum of 110 hours for a full credit or 55 hours for a one-half credit and together with the community organization or group, keep track of his/her hours.
- Provide the school with documentation, e.g., a letter from the community organization or group or a SIP approval form indicating that participation took place, when it took place, the number of hours contributed by the student and the civic skills, knowledge and attitudes obtained in the community service activity.
- Understand that a credit obtained for a Community Service SIP is for an activity that is outside the regular school program, does not include formal enrolment or work that is part of a course approved by Manitoba Education Training and Youth. It does not include a work education program or a program that is conducted off the school premises under the authority of a school board.
- Understand that in evaluating the community service activity prior to the commencement of the activity, the school will evaluate only the civic skills, knowledge and attitudes to be obtained in the activity and will not evaluate any hazards that may be associated with the community services activity. Neither the school, the school division, or Manitoba Education Training and Youth will be liable for any injury to the student or for any damage to or loss of property of the student caused or in any way related to the student's participation in a community service activity.
- Assume along with parents/guardians the responsibility for safety. A student should discuss concerns relating to the community service activity with his or her parents/guardians and together, they should exercise discretion, 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.

- Understand that withdrawal from the community service activity is possible at any time for any reason, including for the reason that the community service activity workplace conditions are not acceptable to the student or his or her parents/guardians.
- Understand that a community service activity will not be recognized for a Community Service SIP credit where the activity involves assisting immediate family members.
- Understand that a Community Service SIP credit is an optional credit.
- Understand that in order for a community service activity to be recognized for the Community Service SIP credit, no remuneration or honorarium can be accepted.
- Understand that court imposed community service cannot be used for the Community Service SIP credit.

Schools: Roles and Responsibilities: (Administrators and Teachers)

- Discuss this credit opportunity with the Advisory Council for School Leadership/Parent Council representing the school.
- Notify teachers and students about the introduction of this new optional credit opportunity and the requirements for recognition of a community service activity for a Community Service SIP credit.
- Provide parents/guardians with information about the credit so that they can discuss this optional opportunity with their children and decide whether they wish to have their sons/daughters participate.
- Provide Parent/Guardian Approval Forms to students who wish to participate and make decisions on whether to approve or not.
- Recognize a Community Service SIP Credit that has been recognized by another school or school division.
- Record the Community Service SIP credit using the code 8977 provided by Manitoba Education, Training and Youth for reporting the credit. The Community Service SIP does not require registration with Manitoba Education Training and Youth as do other SIPs that have a classroom component and are monitored by a teacher.

Turtle Mountain Community Service Evaluation Form

This form must be filled out by the sponsoring agency after every 25 hours of a student's volunteer activities and included in the student's logbook.

Sponsoring Agency: _____ Student: _____

Key

1 = needs improvement

5 = outstanding

Job Attitude

Is enthusiastic	1	2	3	4	5
Is willing to work and cooperate	1	2	3	4	5
Shows desire to improve	1	2	3	4	5
Is a good team member	1	2	3	4	5
Shows concern for the welfare of others	1	2	3	4	5

Initiative

Is able to work without supervision	1	2	3	4	5
Is aware of jobs to be done and does them without being told	1	2	3	4	5

Dependability

Is trustworthy	1	2	3	4	5
Follows direction	1	2	3	4	5
Is punctual	1	2	3	4	5
Is consistent in attendance	1	2	3	4	5
Meets obligations	1	2	3	4	5

Ability to Get Along

Is cooperative	1	2	3	4	5
Is well mannered	1	2	3	4	5
Is even tempered	1	2	3	4	5
Is able to accept suggestions	1	2	3	4	5

Comments:

Date: _____ Student's Signature: _____

Date: _____ Supervisor's Signature: _____

Community Service Student Initiated Project (SIP) Parent /Guardian Approval Form

I have discussed the Community Service Student Initiated Program (SIP) Credit Option with my son/daughter/ward and support their participation in a community service activity: I am aware:

- Participation by a student in a community service activity **may** be recognized by the school for a senior years credit. A decision to offer credit will be recognized, and the level of credit that will be recognized, will be based on the civic skills, knowledge, and attitudes that are obtained by the student in the activity. A decision to award credit will be evaluated by the school prior to the student's participation and confirmed by the school following completion of the activity;
- A maximum of one credit can be earned as a Community Service SIP Credit which can be used towards the 28 credits required for graduation;
- Participation by a student in a community service activity prior to him or her obtaining permission from the school to proceed with the activity cannot be applied towards a Community Service SIP Credit;
- A community service activity will not be recognized for a Community Service SIP credit where the activity involves assisting immediate family members;
- A community service activity for a Community Service SIP credit can not include remuneration or honorarium being accepted by the student;
- Court imposed community service cannot be used for the Community Service SIP credit;
- Participation by a student in a community service activity for a Community Service SIP Credit is a private activity outside the regular school program;
- A student who participates in a community service activity for a Community Service SIP Credit Option is not enrolled in a course nor is her or she performing work that is part of a course that is approved by Manitoba Education Training and Youth, and is not engaging in a work education program nor participating in a program conducted off the school premises under the authority of a school board;
- That in evaluating the community service activity prior to the commencement of the activity by the student, the school will evaluate only the civic skills and knowledge to be obtained by the student in the activity and will not evaluate any hazards that may be associated with the community services activity;

- That neither the school, the school division nor Manitoba Education Training and Youth will be liable for any injury to the student or for any damage or loss of property of the student caused by or in any way related to the student's participation in a community service activity;
- That a student and his or her parents/guardians bear the responsibility for the student's safety. A student should discuss concerns about the nature of the community service activity with his or her parents/guardians and together, they should exercise discretion, 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;
- That a student may withdraw from the community service activity at any time for any reason, including for the reason that the community service activity workplace conditions are not acceptable to the student or his or her parents/guardians.

I have read and understand the above information.

Signature of Parent/Guardian

Date

Signature of Student

Date

