

VOLUNTEERISM ROLES AND RESPONSIBILITIES

1. Student:
 - 1.1. 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.
 - 1.2. Complete a volunteerism plan using Appendix D Volunteerism 30 Plan Template and submit to the school administrator for approval.
 - 1.3. Upon approval of the plan, complete and document the volunteer hour requirements using Appendix E Volunteerism 30 Credit Student Log.
 - 1.4. Provide evidence of volunteerism and a minimum of 100 hours of volunteer work.
 - 1.5. Communicate with school administration and community service organization as outlined in plan.
 - 1.6. Sign the completed Appendix D Volunteerism 30 Plan Template.
2. Parents/Guardians:
 - 2.1. 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.
 - 2.2. Review the plan with the student to gain understanding of the plan including timelines, activities and hours logged.
 - 2.3. 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.
 - 2.4. Assume any liability and responsibility related to the student's plan and volunteer experience.
 - 2.5. Sign the completed Appendix D Volunteerism 30 Plan Template.
3. Community Service Organization:
 - 3.1. Work directly with the student to provide coaching, instruction, training or other supports as outlined in the plan.
 - 3.2. Supervise the student.
 - 3.3. Provide ongoing feedback to the student.
 - 3.4. Sign the student's Appendix D Volunteerism 30 Plan Template and Appendix E Volunteerism 30 Student Log.
4. Principals:
 - 4.1. Ensure the administrative procedure is followed.

- 4.2. 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. See Appendix B: Ineligible Volunteerism Activities and Appendix C: Volunteerism Questions and Answers.
 - 4.3. Review plan to validate that volunteer hours are related to community service
 - 4.4. 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 [Secondary Level Non-Academic Courses New Mark Addition](#) form via HEAT.
 - 4.5. Keep the documentation on file for five years in the Student Cumulative Record folder.
5. Preparation for Volunteerism – Questions for Consideration
 - 5.1. Has the mandatory student volunteerism plan been developed?
 - 5.2. Have the roles and responsibilities of school-based personnel and community service organizations been identified and communicated?
 - 5.3. Does the volunteerism plan meet the administrative procedure guidelines for Northwest School Division?