

CSVZ4G

FIRST NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

STUDENT #: \_\_\_\_\_

# **Volunteer Credit**

**(Community Service Student-Initiated Project)**

- ◆ Guidelines
- ◆ Parent/Guardian Approval Form
  - ◆ School Approval Form
  - ◆ Hourly Log Sheet

# **Manitoba Education**

## **Appendix B:**

### **Guidelines for a Community Service Student-Initiated Project (CSSIP) Credit**

Students 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. 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. To obtain the credit, students provide evidence of project completion by presenting written documentation for the activity in which they participate outside the school system.

#### **Student: Roles and Responsibilities**

To obtain a CSSIP credit, a student is required to:

- ◆ Discuss this credit opportunity with his or her parents/guardians and provide the school with a completed and signed copy of the CSSIP Parent/Guardian Approval Form.
- ◆ - Indicate to the school his or her intention to participate in a community service activity for the purpose of obtaining a CSSIP credit prior to commencing the activity and the start of the school semester, and discuss the anticipated civic knowledge, skills, 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 CSSIP 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 (1) credit or 55 hours for a one-half (0.5) credit and, together with the community organization or group, keep track of his or her hours.
- ◆ Understand that a student may earn a maximum of only one (1) credit over the entire Senior Years program using the CSSIP credit opportunity. This credit can be at the 11G, 21G, 31G, or 41G level and can be applied to the total number of credits required for graduation purposes. Whether community service activity will be recognized for a CSSIP credit and the level of credit that will be recognized will be based upon the level of the civic knowledge, skills, and attitudes obtained by the student in the community service activity and evaluated by the school prior to the commencement of the activity and confirmed by the school upon completion of the community service activity.
- ◆ 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 knowledge, skills, and attitudes obtained in the community service activity.
- ◆ Understand that a credit obtained for a CSSIP is for an activity that is outside the regular school program, and does not include formal enrolment in or work that is part of a course approved by Manitoba Education. 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.

## **Student: Roles and Responsibilities (continued)**

- ◆ Understand that in evaluating the community service activity prior to the commencement of the activity, the school will evaluate only the civic knowledge, skills, and attitudes to be obtained in the activity and will not evaluate any hazards that may be associated with the community service activity. Neither the school, nor the school 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.
- ◆ 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 to his or her parents/ guardians.
- ◆ Understand that a community service activity will not be recognized for a CSSIP credit where the activity involves assisting immediate family members.
- ◆ Understand that a CSSIP credit is an optional credit.
- ◆ Understand that in order for a community service activity to be recognized for a CSSIP credit, no remuneration or honorarium can be accepted.
- ◆ Understand that court-imposed community service cannot be used for the CSSIP credit.

## **School: Roles and Responsibilities (Administrators and Teachers)**

- ◆ Discuss this CSSIP 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 CSSIP 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 CSSIP Parent/Guardian Approval Forms to students who wish to participate.
- ◆ Recognize a CSSIP credit that has been recognized by another school or school division.
- ◆ Record the CSSIP credit using the code 8977 provided by Manitoba Education for reporting the credit. The CSSIP does not require registration with Manitoba Education as do other SIPs that have a classroom component and are monitored by a teacher.

## Manitoba Education: Roles and Responsibilities

- ◆ Provide Guidelines for a Community Service Student-Initiated Project (CSSIP).
- ◆ Encourage schools to inform Advisory Councils for School Leadership/Parent Councils about this opportunity.
- ◆ Clarify the difference between the CSSIP credit and the SIP credit that has a classroom component, is monitored by a classroom teacher, and must be registered with Manitoba Education.
- ◆ Arrange to have reporting of a student credit as “S” for “standing” (no percentage mark required).
- ◆ Provide a mechanism (course code 8977) for schools to use in reporting the credit.
- ◆ Share the information about liability. Neither the school, nor the school 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 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.

**Manitoba Education**  
**Community Service Student-Initiated Project (CSSIP) Credit**  
**Parent/Guardian Approval Form**

I have discussed the CSSIP credit option with my son/daughter/ward and support his or her participation in this credit option in the following community service activity.

I am aware

- that participation by a student in a community service activity may, but will not necessarily, be recognized by the school for a Senior Years credit and that whether a credit will be recognized and the level of credit that will be recognized will be based on the civic knowledge, skills, and attitudes that are obtained by the student in the activity, which will be evaluated by the school prior to the student's participation and confirmed by the school following completion of the activity
- that a maximum of one (1) credit can be earned as a CSSIP credit, which can be used towards the total number of credits required for graduation
- that 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 CSSIP credit
- that a community service activity will not be recognized for a CSSIP credit where the activity involves assisting immediate family members
- that in order for a community service activity to be recognized for a CSSIP credit, no remuneration or honorarium can be accepted by the student
- that court-imposed community service cannot be used for the CSSIP credit
- that participation by a student in a community service activity for a CSSIP credit is a private activity outside the regular school program
- that a student who participates in a community service activity for a CSSIP credit option is not enrolled in a course nor is he or she performing work that is part of a course that is approved by Manitoba Education, 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 knowledge, skills, and attitudes to be obtained by the student in the activity and will not evaluate any hazards that may be associated with the community service activity
- that neither the school, nor the school 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
- 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 to his or her parents/guardians.
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I have read and understand the above information.

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Signature of Parent/Guardian

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Date

## **Community Service Student-Initiated Project (CSSIP) Credit School Approval Form**

The CSSIP credit option enables students who make a contribution to their community by volunteering for worthwhile causes or organizations to receive recognition for the civic knowledge, skills, and attitudes obtained in the volunteer activity. The volunteering done by students participating in this CSSIP is not the responsibility of the school, school division, or Manitoba Education but an opportunity made available to students to obtain credit for private activity—students provide documentation on their project completion to the school following completion of the activity.

### **Student Information (to be completed by Student)**

Student Name: \_\_\_\_\_

School Attended: \_\_\_\_\_ School Address: \_\_\_\_\_

Community Service Organization/Group Name: \_\_\_\_\_

Learning Outcomes Achieved (to be completed by Student) Civic knowledge, skills, and attitudes obtained during this volunteering activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Community Service Information (to be completed by Community Service Organization/Group)**

I confirm that the above-stated information is true.

Contact Person Name: \_\_\_\_\_

Role of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Commencement Date: \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_

### **Credit Approval (to be completed by School)**

Number of Hours of Volunteer Time (minimum 55 hrs. – 0.5 credit and minimum 110 hrs. – 1 credit):

\_\_\_\_\_ Community Service Credit Value: 0.5 or 1.0

Course Level: 11G 21G 31G 41G

### **Signatures (to be completed by Parent/Guardian, Student, School)**

Remuneration (payment) is not permissible. I was not paid for the community service work.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of School Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

