Administrative Procedure		
Volunteerism Credit		
	Department:	**Student Programs**
	Approved by:	**Leadership Council**
	Date Approved:	**February 5, 2024**
	Revision Date(s):	**June 15, 2026**
	Review Date:	
	External References • *The Education Act, 1995* • *The Saskatchewan Employment Act* • *The Employment Standards Regulations, 2025* • *The Occupational Health and Safety Regulations, 2020* • The Registrar's Handbook for School Administrators • Ministry of Education Volunteerism Credit Policy 2025 to 2026	
	Internal References • Appendix A: Volunteerism 30 Credit Roles and Responsibilities • Appendix B: Volunteerism 30 Credit Questions and Answers • Form – Volunteerism 30 Credit Plan Template • Form – Volunteerism 30 Credit Student Log • Volunteerism Credit Internal Process (to be revised)	

Purpose

- This administrative procedure (AP) outlines the process for students enrolled at Saskatchewan Distance Learning Centre (Sask DLC) to apply and receive credit for their community service work towards a secondary-level volunteerism credit.

Scope

- This AP applies to all students enrolled at Sask DLC who seek to obtain credit for volunteerism through community service activities. It covers community service activities in various settings including businesses, not-for-profit organizations, public sector institutions (including hospitals and long-term care facilities) and informal settings.

Policy Statement

- Sask DLC recognizes the value of community service in the holistic development of students. Students enrolled at Sask DLC can earn credit by actively engaging in volunteerism within their community.
- Sask DLC provides its students with the option to earn one Volunteerism 30 credit. The administration of Volunteerism 30 credit follows the guidelines specified by the Ministry of Education (ministry).
- Sask DLC students can use a Volunteerism 30 credit to fulfill an elective requirement for graduation. This credit recognizes the achievements of students participating in community service organizations outside their regular Secondary Level program.
- A final mark record of Standing Granted (SG) will be awarded for the successful completion of a

Volunteerism credit at the 30-level. The mark of SG will appear on the official Transcript of Secondary Level Achievement.

- Community service activities undertaken as part of the Volunteerism 30 credit are initiated, designed, planned and completed by the student. Parents/Guardians assume full liability and responsibility related to the student's volunteer plan and experience.

Procedures

1. General

a. Sask DLC will administer the Volunteerism 30 credit process in accordance with the ministry guidelines and Sask DLC APs.

b. Eligibility for Volunteerism Credits:

i. Students must be full-time Sask DLC students enrolled in the Regular Diploma or SK Regular Diploma (24 credits) to earn a Volunteerism 30 credit.

ii. Adult 12 and SK Adult 12 students are not eligible.

iii. The Volunteerism 30 credit hours may be started while registered at another educational organization and continued or completed at Sask DLC. See Volunteerism 30 internal process for specifics regarding authentication of Volunteerism 30 hours completed prior to registration at Sask DLC.

c. Volunteerism hours must be completed in grades 10 to 12.

d. To enroll in the Volunteerism 30 credit, the student is required to submit a completed Volunteerism 30 Credit Plan Template to their Academic Advisor for preliminary review, followed by review and approval from their local Campus Administrator in accordance with Sask DLC Volunteerism 30 internal process. Approval must be obtained prior to beginning volunteer hours.

e. Volunteer hours are to be undertaken and completed outside of the regular school program hours.

f. The Volunteerism 30 credit requires a minimum of 100 hours of volunteer time for one or more community service activities.

g. Sask DLC shall establish procedures to communicate to parents/guardians and students the availability, the AP requirements for credit attainment for volunteerism.

h. Volunteerism 30 credit will receive a Standing Granted (SG) as a final mark record. All volunteerism credits are to be submitted to the ministry by the L1 using Secondary Level Non-Academic Courses - New Mark Addition (SDS) form accompanied by a copy of the student's completed Volunteerism 30 Plan and Volunteerism 30 Credit Student Log.

i. Sask DLC shall retain a copy of the Volunteerism 30 Plan, Volunteerism 30 Student Log and applicable supporting documentation in the Student Cumulative Record for a minimum of five (5) years. All proposals are subject to ministry auditing.

2. Ineligible Volunteerism Activities

a. The ministry has developed a list of activities that **<u>should not</u>** be chosen as volunteerism hours for community service activities. These are referred to as ineligible activities. An ineligible activity is an activity that:

i. is a requirement of a class or course in which the student is enrolled (e.g., Life Transitions community service portion of a course, job shadowing, work experience/work placement);

ii. takes place during the time allotted for the instructional program on a school day. However, an activity that takes place during the student's lunch breaks, “spare” periods, before or after regular school hours is permissible;

iii. occurs on a construction site, pulp mills, saw mills, wood working establishments, smelters, foundries, refineries or metal processing or fabricating operations;

iv. occurs in a confined space, production process, meat, fish or poultry processing plant;

v. occurs in a forestry or logging operation, on a drilling or servicing rig, as an operator of powered mobile equipment, a crane or a hoist;

vi. may result in exposure to a chemical or biological substance that is likely to endanger the health or safety of the person or requires the handlings and administration of any type or for of medication or medical procedure to other persons;

vii. occurs in power line construction or maintenance;

viii. would normally be performed for wages by a person (i.e., a paid employee in the workplace);

ix. may result in banking or the handling of securities, or the management of jewelry, works of art, antiques, or other valuables;

x. consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities (e.g., clubs, teams, etc.); and,

xi. involves activities for a court-ordered programs such as young offenders or probationary program.

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 child care 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 refers to the act of volunteering through community service activities. 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.

Appendix A: Volunteerism 30 Credit Roles and Responsibilities		
	Department:	**Student Programs**
	Approved by:	**Leadership Council**
	Adopted:	**February 5, 2024**
	Amended:	**June 15, 2026**
	External References • Ministry of Education Volunteerism Policy 2025 to 2026	
	Internal References • Volunteerism Credit AP • Appendix B: Volunteerism 30 Credits Questions and Answers • Form – Volunteerism 30 Credit Plan Template • Form – Volunteerism 30 Credit Student Log	

Taken and adapted from the Ministry of Education Volunteerism Credit Policy (pages 6-7) Appendix A: Volunteerism Roles and Responsibilities.

Student is responsible to

a. Review Sask DLC Volunteerism Credit AP, the Volunteerism 30 Plan Template, and the Volunteerism 30 Credit Student Log.

b. Identify volunteer activities of interest that are appropriate and related to community service, including the community service organization's name, address and contact information.

c. Connect with their Academic Advisor to express interest in the Volunteerism 30 credit and to discuss ways to earn community service hours while registered with Sask DLC.

d. Share and review Sask DLC Volunteerism Credit AP, including the roles and responsibilities of the Community Service Organization with each Community Service Organization listed in the Volunteerism 30 Plan.

e. Complete a volunteerism plan using the Volunteerism 30 Plan Template. Be sure that the Community Service Organization Mentor/Supervisor(s), student, and parent/guardian sign it. Submit the signed plan to the Academic Advisor for preliminary review and subsequent approval by their local Campus Administrator prior to beginning volunteer work.

f. Upon approval of the plan, complete and document the volunteer hour requirements using the Volunteerism 30 Credit Student Log.

g. Communicate with their Academic Advisor, local Campus Administrator, and Community Service Organization Mentor/Supervisor as outlined in plan.

h. To modify the Volunteerism 30 Plan, contact your local Campus Administrator.

i. Complete a minimum of 100 hours of volunteer work.

j. Upon completion of the plan, sign and submit the completed Volunteerism 30 Credit Student Log to their local Campus Administrator for verification, approval, and submission for credit on student transcript.

Parents/Guardians are responsible to

a. Review Sask DLC Volunteerism AP, the Volunteerism 30 Plan Template, and the Volunteerism 30 Credit Student Log.

b. Review with the student a range of volunteering activities, ensuring that selected options are personally relevant to the student, appropriate in nature, and clearly connected to community service.

c. Review the completed Volunteerism Credit 30 Plan with the student prior to its submission to gain understanding of the plan including timelines, responsibilities of the student, responsibilities of the parent/guardian, activities and hours logged.

d. Sign the completed Volunteerism 30 Plan Template prior to student beginning volunteer work.

e. 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.

f. Assume any liability and responsibility related to the student's plan and volunteer experience.

Community Service Organization & Community Service Organization Mentor/Supervisor are responsible to

a. Review Sask DLC Volunteerism AP, the Volunteerism Credit 30 Plan Template, and the Volunteerism 30 Student Log.

b. Prior to the start of the volunteer experience, provide information that will assist student in developing or refining their plan, including available activities, scheduling and expectations.

c. Identify and assign a Mentor/Supervisor to represent and fill the Community Organization roles and responsibilities.

d. Review the plan with the student to gain understanding of the plan including timelines, activities and hours logged.

e. Sign the completed Volunteerism 30 Plan Template prior to student beginning work.

f. Work directly with the student to provide coaching, instruction, training or other supports as outlined in the plan.

g. Supervise and provide ongoing feedback to the student regarding their volunteerism.

h. Sign the Volunteerism 30 Student Log after the volunteer work has been completed.

Academic Advisor

a. Review Sask DLC Volunteerism AP, the Volunteerism Credit 30 Plan Template, and the Volunteerism 30 Student Log.

b. Ensure Sask DLC APs and internal processes are followed.

c. Ensure that students interested in attaining the Volunteerism 30 credit 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.

d. Work with student to determine ways to earn community service hours that are meaningful to the student while registered with Sask DLC.

e. Conduct a preliminary review of the student's completed Volunteerism 30 Credit Plan Template; if concerns are identified, work with the student to revise, or if satisfactory, forward it to the student's local Campus Administrator with a recommendation for approval.

f. 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.

Campus Administrator

a. Review Sask DLC Volunteerism AP, the Volunteerism Credit 30 Plan Template, and the Volunteerism 30 Student Log.

b. Ensure Sask DLC Volunteerism Credit administrative procedure is followed.

c. Ensure that students interested in attaining the Volunteerism credit connect with their Academic Advisor and 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.

d. Once submitted by the Academic Advisor, review, verify for alignment with Sask DLC Volunteerism AP and approve or reject the student's Volunteerism 30 Plan as per Sask DLC's internal process. If approved, sign and notify the student and their Academic Advisor that volunteer work may begin.

e. If the student's plan needs to be modified, work with the student to review and document modifications.

f. Upon the student's completion of the Volunteerism 30 Plan, review the submitted Volunteerism 30 Student Log for 100 hours of service and alignment with Sask DLC AP and ministry policy.

g. If the plan is complete, submit the completed Volunteerism 30 Plan, Volunteerism 30 Student Log, and a completed Secondary Level Non-Academic Courses - New Mark Addition (SDS) form to L1 for submission to the ministry via HEAT.

h. Notify the student and their Academic Advisor that the Volunteerism 30 credit has been earned and will be added to the student's transcript.

i. Ensure the L1 adds the Volunteerism 30 Plan, Volunteerism 30 Student Log, and completed Secondary Level Non-Academic Courses - New Mark Addition (SDS) to the Student Cumulative Record file for five (5) years.

MySchoolSask (MSS) L1

a. Submit the completed Volunteerism 30 Plan, Volunteerism 30 Student Log, and Secondary Level Non-Academic – New Mark Addition (SDS) form to the ministry via HEAT.

b. Notify the student' local Campus Administrator and Academic Advisor when the Volunteerism 30 credit is on the student's transcript.

c. Add the Volunteerism 30 Plan, Volunteerism 30 Student Log, and completed Secondary Level Non-Academic Courses - New Mark Addition (SDS) form to the Student Cumulative Record file for five (5) years.

Designated Student Programming Team Member

a. Ensure Sask DLC APs, supporting documents, and internal processes are updated and followed.

b. Provide support to Campus Administrators and Academic Advisor Supervisor as required.

c. Ensure that students and parents/guardians are aware of the Volunteerism 30 credit opportunity.

Appendix B: Volunteerism 30 Credit Questions and Answers		
	Department:	**Student Programs**
	Approved by:	**Leadership Council**
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Taken from the Ministry of Education Volunteerism Credit Policy (pages 9-10.)

Q1. What is a Volunteerism 30 credit?

A. The Volunteerism 30 credit recognizes students who commit to actively participating in supporting and strengthening their communities by donating 100 hours of their personal time to work at community activities. Hours logged during community service activities may take place in a variety of settings, including businesses, not-for-profit organizations, public sector institutions (including hospitals and care facilities) and informal settings.

Q2. Can a student be paid for volunteerism by the organization?

A. Students will not be paid for performing any community involvement activity. However, an honorarium may be accepted.

Q3. Is a program itself (e.g., hockey, dance, drama, etc.) grounds for a volunteerism credit?

A. No, personal recreational activities are ineligible. Refer to **Ineligible Volunteerism Activities** section in the Sask DLC Volunteerism AP.

Q4. Can a student volunteer in school-based activities?

A. Yes, a student who works on the yearbook, referee's sports for no pay, spends time assisting teachers (e.g., a high school student might help an elementary teacher with laminating, copying, decorating, etc.) or running the canteen are acceptable school-based activities.

Q5. What does the plan look like?

A. Refer to the *Volunteerism 30 Plan Template*.

Q6. What are the deadlines?

A. The *Volunteerism 30 Plan Template* must be completed and approved by the Campus Administrator prior to the student beginning the project. Any other timelines are determined locally.

Q7. What do we mean by 100 hours of volunteerism for credit recognition?

A. 100 hours of volunteerism = 1 credit. The expected start and completion dates and an outline of how the required amount of time (100 hours) must be clearly outlined in the plan, recorded on the Student Log and submitted through HEAT to receive credit.

Q8. Is there a timeline framework to complete a volunteerism credit? Does it have to be completed within the school calendar year, or can it flow over the course of three academic years, or be completed in part during summer/holiday months?

A. There is no time limit, however students must be enrolled at a Saskatchewan educational organization in grade 10, 11, or 12 for the duration of the Volunteerism 30 credit. The proposed timeline must be identified in the Volunteerism 30 plan overview at the outset, and any subsequent adjustments to the timeline must be approved by the student's local Campus Administrator and recorded on the Volunteerism 30 Plan for auditing and reference purposes.

The Volunteerism 30 credit may be started at another educational organization in Saskatchewan. Continuation of Volunteerism 30 credit will be at the discretion of the student's local Campus Administrator and must include a review and subsequent approval of the student's Volunteerism 30 Plan and their partially completed Volunteerism 30 Student Log.

Students that transfer from Sask DLC to another educational organization prior to completing an approved Volunteerism 30 credit may continue the credit at the discretion of the receiving organization under their own administrative procedures.

Q9. Can a volunteerism credit be used to complete under the Adult 12 program?

A. No, Adult 12 program learners are to be directed to the Prior Learning 30 credit option.

Q10. How is a volunteerism final mark record of Standing Granted (SG) submitted to the Ministry of Education Student Data System?

A. For volunteerism, the L1 will submit a copy of the completed plan/proposal and hour log as per Secondary Level Non-Academic Courses New Mark Addition via HEAT. A final mark of SG will be awarded and appear on the student's official *Transcript of Secondary Level Achievement*.