

# COMMUNITY SERVICE BURSARY

## Process for Organizations

### Step 1

Apply to the Community Service Bursary Program through Student Financial Services, Department of Innovation and Advanced Learning. The Department of Innovation and Advanced Learning shall not be held liable for any accident or situation that might occur while the student is volunteering for an organization.

### Step 2

Seek students to volunteer or encourage those already volunteering to sign up with the program. **Students must have finished grade 10 before their volunteer hours will qualify for the program.**

### Step 3

Complete Student/Organization Service Agreement available online at [www.studentloan.pe.ca](http://www.studentloan.pe.ca). Inform the student about the commitment, obligations and responsibilities involved in volunteering with the Community Service Bursary Program. **Return the completed Student/Organization Service Agreement to the Community Service Bursary Program, c/o Student Financial Services, Department of Innovation and Advanced Learning.**

**The Student / Organization Service Agreement form must be submitted BEFORE a student begins to accumulate hours for this program**

### Step 4

Supervise, monitor, and track hours. Please ensure that the participant is given the opportunity to develop new skills and make a meaningful contribution to the organization and its goals.

### Step 5

In May and October of a student's graduating year, the organization will be sent a spreadsheet containing a list of students currently registered with your organization. Please update the hours and fax or mail back to Student Financial Services.

- If a student is missing from the spreadsheet, the Student / Organization Service Agreement has **not** been received by Student Financial Services. Please add the name and hours to the spreadsheet AND complete and submit a service agreement with the spreadsheet.
- If a student is not in grade 12, his or her name will not appear on the spreadsheet until May of his or her grade 12 year.
- The purpose of the May spreadsheet is to announce the volunteer commitment during graduation ceremonies. The October spreadsheet will allow Student Financial Services to finalize hours and send the payment to the student's post-secondary institution.
- Please continue to keep track of student hours until August 31 following grade 12 graduation.

### Rules and Regulations

- Volunteer organization must be a non-profit organization.
- Parent/guardian cannot sponsor his/her child as a participant.
- Supervision must be provided.
- Work must not interfere with participant's academics.
- Volunteer opportunity must not result in the dismissal, lay-off, or reduction of work of any current employee or volunteer.
- Students may not participate in direct fundraising activities.
- Students may not participate in volunteer activities for political organizations.

**Visit [www.studentloan.pe.ca](http://www.studentloan.pe.ca) for more information on this program**