

Community Service Bursary

Process for Organizations

- Step 1** Complete the Organization Registration form found online www.studentloan.pe.ca and forward to the Community Service Bursary Program, Department of Workforce and Advanced Learning. The Department of Workforce 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 a Student/Organization Service Agreement available online for each student who wishes to participate in the Community Service Bursary program. Only one form per student, per Organization is required even if the student returns to volunteer the second year of eligibility. Return the completed Student/Organization Service Agreement to the Community Service Bursary Program, Department of Workforce and Advanced Learning.

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

- Step 4** Supervision must be provided while the students are volunteering with your organization. You are also responsible for logging and submitting each volunteer's hours to Community Service Bursary Program, Department of Workforce and Advanced Learning upon completion of the students' volunteer period.
- Step 5** Inform the student about the commitment, obligations and responsibilities involved in volunteering with the Community Service Bursary Program. Also ensure that the participant is given the opportunity to develop new skills and make a meaningful contribution to the organization and its goals.
- Step 6** At the end of June in the year of the student's graduation, you are required to submit a completed Volunteer Hours Form (available online at www.studentloan.pe.ca) for each student that you have registered for the Community Service Bursary Program. You may submit hours for students who have not graduated yet at this time as well if the student is not returning next year to volunteer, otherwise you can continue to log their hours until next year.