

Service as Action – Hints & Tips

In order to have your SA activities **APPROVED** there are a few criteria which must be met.

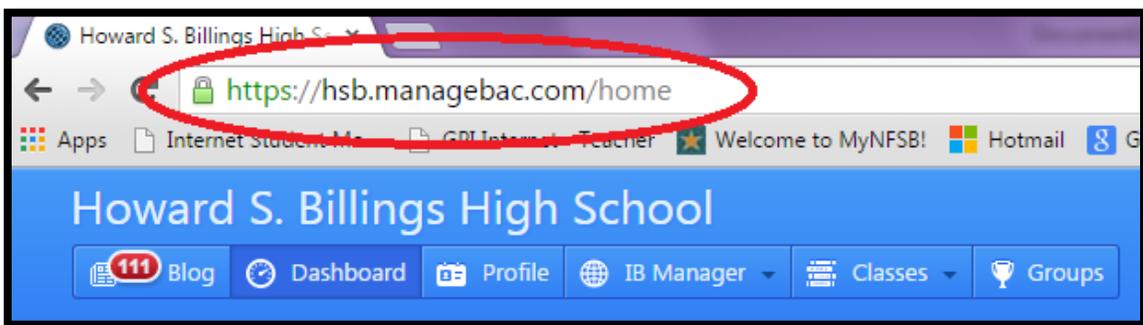


1) Choose your events. If you are choosing the 10 hour option be sure you are choosing appropriate organizations / events:

✓ Do this...	✗ Not that...
Volunteer at a local animal shelter	Volunteer at a pet store
Elementary school – helping students	Elementary school – marking tests
Fundraising for a charity group	Fundraising for your hockey team
Helping with a community clean up	Helping clean at a place of business

Having trouble finding activities? You can look on www.IBarts.weebly.com/SA or check the Service as Action board in the IB Hallway for upcoming volunteering opportunities.

2) Log the event into **MANAGEBAC** and get approval in advance.



3) The SA form on Managebac must be filled out correctly.

- Use full sentences
- Give as much information as possible
- Fill out all portions of the form

Description	Goals	Activity Aim
What will you be doing? Describe the task(s) you will be completing with as much detail as possible. You may need to contact your supervisor for more details.	What is the goal of the activity for the organization or participants? How will you be helping the community through your service?	What are you hoping to learn, and /or what skills are you hoping to develop through your involvement with this activity? This should link directly to the 2 or 3 learning outcomes you have selected from the list.
EXAMPLE: I will be participating in the Chateaugay Food Drive. I will be working with a small team to go door to door collecting food and donations for the food bank. We have planned to go from 9am – 1pm.	EXAMPLE: The Chateaugay Food Bank supplies people in need with food. The fall food drive is important in helping fill their shelves in preparation for winter when more people tend to require their help.	EXAMPLE: Chosen learning outcomes: Perseverance, collaboration Through this activity I will need to work collaboratively with my team in order to collect the most food possible while sharing roles fairly. I will also need to persevere and commit because it will be tiring and the weather may not be great.

Other things to remember:

- You are welcome to participate in activities as a family but your supervisor **cannot** be a family member.
- When in the elementary schools students in grade 7 and 8 must volunteer in K-3 classrooms. Students in grades 9-11 can volunteer in any grade from K-6.
- If you do not know who your supervisor will be, do not let that keep you from entering it into Managebac - you may put Ms. Valade (kvalade@nfsb.qc.ca) or Ms. Dann (pdann@nfsb.qc.ca) as your supervisor until you have the correct information. You can simply edit this later.

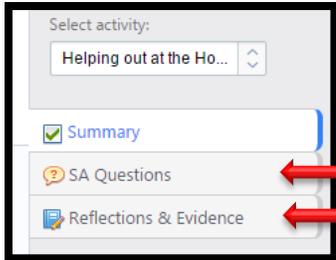
In order to have your SA activities marked as **COMPLETED** and counted towards your yearly requirements, you must also:



1) Complete the activity



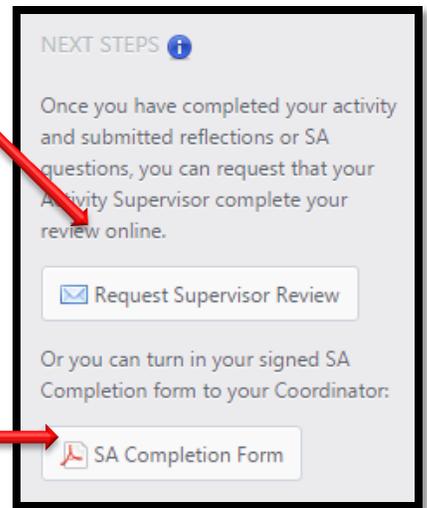
2) Fill in the SA questions and reflections section on Managebac



- Use full sentences
- Provide details about what you did
- Reflect on your learning
- Feel free to upload photos or any other documentation as well in this section

3) Send the Supervisor review form

In theory your supervisor will fill out the form online and your status will change from Approved to Completed in Managebac. Be patient - your supervisors are busy people. That said, if you have been waiting for a few weeks and your supervisor has not completed the review, feel free to contact them and give them a gentle, and polite, reminder to fill it out.



Your supervisor does not have email?

Although going through Managebac is the preferred method, you can also print off the supervisor review and have your supervisor sign it. If you do this, or if a supervisor gives you a letter confirming your hours, please submit them to Ms. Valade and she will complete the review online for them and file the paper copies in your file in IB. **THESE ACTIVITIES MUST STILL BE ENTERED INTO MANAGEBAC ONLINE and you must fill out the reflections section in order for the activity to be considered as complete.**

It is important to realize also that supervisors **do not** have to automatically approve your hours. If you did not do the job you were there to do, misbehaved, had to be asked to get off your cell phone, etc... it is at your supervisors discretion to complete the review stating that you did not meet your learning outcomes, and in this case **your hours will not count.** **It does not happen often, but it has happened so always be on your best behaviour while volunteering.**



If you have any additional questions please consult the SA policy and Managebac Instructions at www.HSBillingsIB.ca or www.IBarts.weebly.com/SA or contact the Service as Action Advisor, Ms. K. Valade in W125 or via email at kvalade@nfsb.gc.ca

IN-SCHOOL Events such as the Terry Fox Run and Walk-A-Thon have the same requirements as outside activities. Be sure to enter them into Managebac with appropriate learning outcomes and aims.