



Student Financial Services
 Department of Education & Lifelong Learning
Office Location: 176 Great George Street, Suite 212
Mailing Address: PO Box 2000, Charlottetown, PE, C1A 7N8
Telephone: (902) 368-4604
Email: communityservicebursary@gov.pe.ca

**Volunteer Organization Registration Form
 for the Community Service Bursary Program**

(Please Print or Type)

| | |
|--------------------------------|--|
| Name of Organization | |
| Organization's Mailing Address | |
| Organization's Email Address | |
| Organization's Website Address | |
| Organization's Phone Number | |

Is your organization a non-profit, non-political organization? Yes / No

Is your organization registered with the PEI Business Registry? Yes / No

Do your volunteers have a membership with your organization? Yes / No

Does the volunteer work take place during the student's school hours? Yes / No

Have these volunteer duties previously been completed by a paid employee? Yes / No

Please explain the type of volunteer work which will occur at your organization:

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Our office will accept volunteer hour submission from only one or two contacts from each volunteer organization. Please use your volunteer organization’s email (if you have one) for submissions.

| Name of Contact | Contact’s Job Title | Contact’s Email Address |
|-----------------|---------------------|-------------------------|
| | | |
| | | |

Declaration and Consent – On behalf of my organization, I declare that the information submitted on this form is accurate. I understand that the penalty for providing false information is immediate removal as an approved volunteer organization for the Community Service Bursary and disqualification from future registration. I acknowledge that I have read and understand the responsibilities and limitations of the Community Service Bursary program as outlined below.

 Printed Name

 Signature

 Date

Volunteer Organization Responsibilities

- They must agree to supervise each student’s work;
- They must keep track of each student’s volunteer hours;
- They should encourage students to complete the online [Student Registration Form](https://www.princeedwardisland.ca/en/information/education-and-lifelong-learning/community-service-bursary) before they begin volunteering. Student can register on our web page - <https://www.princeedwardisland.ca/en/information/education-and-lifelong-learning/community-service-bursary> ;
- They must report each student’s volunteer hours to our office (students cannot report their own volunteer hours);
- Organizations are responsible to inform students about the commitment, obligations, and responsibilities involved with volunteering for their organization;
- Student Financial Assistance Services shall not be held liable for any accident or situation that might occur while the student is volunteering for an organization.

Personal information on this form is collected under subsection 32(2) of Prince Edward Island’s Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c. F-15.01 and will be used for the purpose of the application for the Community Service Bursary Program. If you have any questions about this collection of personal information, you may contact Student Financial Services by mail - PO Box 2000, Charlottetown, PE C1A 7N8 or by telephone - 902-368-4640.