

## CHAPTER CIVIC ACTIVITIES

### DESCRIPTION

Each chapter will plan, coordinate, and participate in community service activities under the Civic Responsibility requirement of the Program of Work in Jobs for Montana's Graduates (JMG) and the Montana Career Association (MCA). All hours of service will be recorded and Career Specialists will enter them into the Jobs for America's Graduates (JAG) database: eNDMS.

### PURPOSE

Encourage JMG students within each chapter to work together as a team by planning, coordinating, and participating in community service that promotes the values of JMG within their community.

### ELIGIBILITY

JMG chapters, with an established MCA, and up-to-date Jobs for America's Graduates eNDMS roster as verified by JMG state staff.

### ENTRIES

One entry per chapter may be submitted for scoring.

### OBSERVERS

There are no observers for this event.

### COMPETITIVE EVENT TIMELINE

Chapter Civic Activities registration form will be post marked on or before the JMG registration deadline, which will be within the last couple weeks of March. Date will be set and communicated to Career Specialists each year. Chapter Civic Activities will be judged approximately one week after registration form is received in JMG state office. All Chapter Civic Activities must be entered in eNDMS in order to count toward chapter total.

### EVENT RULES

1. The Career Specialist must indicate intent to participate in Chapter Civic Activities event when they submit their IGNITE Montana registration. The JMG Chapter must also provide completed Chapter Civic Activities **registration form** with competition materials by the registration deadline.
2. As Civic Responsibility related community service projects are completed throughout the current school year, the Career Specialist will document the activities and record the hours in eNDMS under the "Community Service" section of Model Services.
3. The Career Specialist will print out the JAG eNDMS Model Services report showing community service hours performed by the JMG Chapter.

4. Printing the eNDMS Report:
  - a. Sign into the JAG eNDMS Database.
  - b. Choose the “**Review**” link across the top of the page in the red border
  - c. Select the “**Report**” link from the drop down menu
  - d. Fill in the following information to retrieve your report:
    - o Select “**Model Service Report**” from the drop down menu
    - o Program: Select your program
    - o Groups: Do not select anything
    - o Program Application: Do not select anything
    - o School Years : Select the current school year
    - o Gender: Do not select anything
    - o Grade in School: Do not select anything
    - o Race: Do not select anything
    - o Government Assistance: Do not select anything
    - o Barrier: Do not select anything
  - e. Choose the “**View**” button on the bottom left hand side of the screen. Your report will process and show on the left hand window pane below “**Download Data**” and will turn green once your data is ready to view.
  - f. Your total community service hours will be shown at the bottom of the Community Service column as well as the average number of hours per student.
5. The Career Specialist will verify the amount of hours by circling the total and including the report with the Chapter Civic Activities registration form.
6. The Chapter Civic Activities will be completed by current members of the MCA and will be presented as the work of the JMG Chapter.
7. The Chapter Civic Activities will encompass community service activities **only from the current school year and that are entered into eNDMS**, up to the date of submission.
8. All Chapter Civic Activities will be judged prior to the IGNITE Montana Conference.
9. Late submissions **will not** be accepted.
10. Judges' decisions are final.