



MONTANA CAREER ASSOCIATION

**IGNITE MONTANA**

CONFERENCE

APRIL 24 - 25, 2019

RED LION HOTEL & CONVENTION CENTER, BILLINGS, MONTANA



## INDIVIDUAL CIVIC ACTIVITIES

### DESCRIPTION

Individual Jobs for Montana's Graduates (JMG) students will demonstrate their comprehension of Civic Responsibility by planning, coordinating, and participating 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. Community Service hours for the purposes of the Individual Civic Activities can be completed both individually and as part of the MCA.

### PURPOSE

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

### ELIGIBILITY

JMG students, currently enrolled in the MCA, with up-to-date Jobs for America's Graduates eNDMS roster as verified by JMG state staff.

### ENTRIES

A maximum of one entry per grade, for a total of 4 maximum entries per chapter.

### OBSERVERS

There are no observers for this event.

### COMPETITIVE EVENT TIMELINE

Individual 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. Individual Civic Activities will be judged approximately one week after registration form is received in JMG state office. All Individual Civic Activities must be entered in eNDMS in order to count toward individual total.



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## EVENT RULES

1. The Career Specialist must indicate intent to participate in Individual Civic Activities when they submit their IGNITE Montana registration. The JMG Chapter must also provide completed Individual Civic Activities **registration form** with competition materials by the registration deadline.
2. As each student completes Civic Responsibility related community service projects throughout the 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 individual student's community service model services entered.
4. Printing the eNDMS Report:
  - Sign into the JAG eNDMS Database.
  - Select your current program roster from the Active Participant drop-down menu
  - Select the student who is participating in the Individual Civic Activities event
  - Select the "**Model Services**" link in the grey menu drop-down under the student name
  - Enter the **From Date** (start of school year)
  - Enter the **To Date** (up to the date of the registration deadline)
  - Select the "**Community Service**" drop-down in the **Search by Activity** box
  - Select Search
5. Print this report by using your browser's print function.
6. The Career Specialist will verify and total the amount of hours and include the report with the Individual Civic Activities registration form.
7. The Individual Civic Activities will be completed by a current member of the MCA and will be presented as the work of the JMG student.
8. The Individual 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.
9. All Individual Civic Activities will be judged prior to the IGNITE Montana Conference.
10. Late submissions **will not** be accepted.
11. Judges' decisions are final.