



### What is the Seal of Civics Literacy?

The Montana Seal of Civics Literacy was created by a joint effort between the Montana Office of Public Instruction and the Montana 250th Commission. A number of states already have a Seal of Civics Literacy, and this plan incorporates elements from those state models. This Seal recognizes the growing desire for robust civics education in our education system, and to celebrate the achievement on part of the students.

### How does the creation of the Seal of Civic Literacy support existing statutes?

The Seal is intended to help fulfill requirements of [MCA 20-7-119](#), encouraging civic engagement for students and providing opportunities for student achievement and acknowledgement. The Superintendent will also publish a list of schools with significant participation in administering the USCIS Naturalization test & the Montana Challenge.

### What are the two tests that a student can take to be awarded for the Seal of Civics Literacy?

There are two tests a student can take are the United States Citizenship and Immigration Services (USCIS) Naturalization test and the Montana Challenge test created by the Montana Historical Society. A student must take and pass the USCIS with a score of 80% or better. A student may choose to take the Montana Challenge test for the Seal.

### What are the requirements for students to apply for the Seal of Civic Literacy?





**Why is community service a requirement for the Seal of Civic Literacy? What are the requirements for community service to earn the Seal?**

Being involved in the local and state community is essential for preparing students for life. Students must complete 40 hours of community service signed off by a supervisor and submit their service log with their application. A student may also complete 20 hours of community service and complete the Montana Challenge, alternatively.

**What are examples of community service hours that would be accepted when applying for the Seal?**

This is not an exhaustive list but examples could include:

Category	Examples
Education & Mentoring	<ul style="list-style-type: none"><li>• Peer tutoring hours</li><li>• Reading to children at a local library</li><li>• Coaching teams for local sports programs</li></ul>
Environment & Sustainability	<ul style="list-style-type: none"><li>• Cleaning a local community space</li><li>• Participating in service based organizations</li><li>• Volunteering at a local animal shelter</li></ul>
Human Services	<ul style="list-style-type: none"><li>• Volunteering at local human services organizations (food bank, soup kitchen, shelter, etc.)</li><li>• Volunteering with children/elderly</li></ul>
Student Leadership	<ul style="list-style-type: none"><li>• Serving in a leadership position (school leadership, CTSO leader, FFA, etc.)</li><li>• Serving as a youth representative on a local/statewide board</li><li>• Planning community service events</li></ul>
Civic	<ul style="list-style-type: none"><li>• Helping at a polling station on election day</li></ul>



**Where can application materials be found?**

Students can find application materials on the OPI website. These applications can be typed or handwritten. Please ensure that all documents are complete before submitting and signed off on by a school official. Applications must be submitted to the **Office of Public Instruction at PO Box 202501, Helena, MT, 59620 by May 1st** with all required documents.

**How will students receive Seals?**

Seals, certificates and other awarding materials will be sent to a student's school address unless they are a home school student.

**Questions or Concerns? Contact Tyler Capece, OPI Assistant Deputy Superintendent at**

**[tyler.capecce@mt.gov](mailto:tyler.capecce@mt.gov)**