

Community Involvement Activity Notification and Completion



Students are able to start accumulating community involvement hours in the summer *before they enter grade 9.*

~ ~ It is strongly recommended this form be submitted no later than June 1 of a student's graduating year

Activity	Start Date	# of hours	Completion Date <small>(DD/MM/YY)</small>	Location	Supervisor's Name <small>(please print)</small>	Supervisor's Phone Number	Supervisor's Signature	Principal/ Designate's Signature <small>(*if required)</small>

* If the activity is NOT on the “Eligible List” you must obtain your Principal’s signature BEFORE starting the activity.

I _____ hereby confirm that I have completed the above activities, totaling at least 40 hours of
Student's Name– Please Print community service, as set out according to the information in this booklet.

Student's Signature

Date

Parent/Guardian's Signature

Date

Principal's Signature

Date

The legal authority for the collection of this information is in the Ontario Secondary Schools, Grades 9 to 12 Program and Diploma Requirements (S6.1.4). Users of this information will be teachers, principal and corresponding support staff. The purpose is to record and provide confirmation of community involvement hours accumulated. Once completed, the original form will be securely stored and retained in the student’s Ontario Student Record (OSR) in accordance with the UGDSB Procedures for the OSR Guideline and securely destroyed once it has met its required retention as outlined in the board’s Records Management Manual and Policy 316.

For queries regarding the collection of this information , contact the School Principal.

FOR OFFICE USE ONLY	<input style="width: 50px; height: 20px;" type="text"/> Hours logged in Student Information System
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Eligible Activities

SERVICE CLUBS: run celebrity games, special events and walk-a-thons

SPORTS/RECREATION: coach children; volunteer refereeing in charity games; run Special Olympics and summer games; be a leisure buddy

COMMUNITY EVENTS: assist with winter carnival; organize parades and fall fairs

ENVIRONMENTAL PROJECTS: participate in community cleanup, tree planting and recycling programs

VOLUNTEERING FOR SENIORS: help with crafts or reading; remove snow and clean up homes and yards

COMMUNITY PROJECTS: help at food banks and hospitals; provide support services for the housebound or the disabled; participate at humane societies

RELIGIOUS ACTIVITIES: organize youth activities; teach or help with children's programs and classes; lead special events, assist with clerical tasks

COMMITTEES: take a role on advisory boards, neighbourhood associations and regional associations

HIGH SCHOOL: participate in tutoring; organize fund-raising, environmental projects, and special events approved by the Principal

CLUBS AND YOUTH ORGANIZATIONS: volunteer in or lead activities organized by these groups

CHILDREN/YOUTH: help at drop-in centres, breakfast clubs, after-school and March-break programs; help in summer games, playgrounds, camps and child-care centres

ARTS/CULTURE: assist in galleries, libraries, theatres, museums and heritage sites

STUDENT PROPOSALS: take leadership roles or assist with civic projects

Ineligible Activities

An ineligible activity is an activity that:

X is a requirement of a class, course, or program in which the student is enrolled (e.g., cooperative education course, experiential learning activities)

X takes place during the time allotted for the instructional program on a school day. However, an activity that takes place during the student's lunch breaks or "spare" periods is

permissible

X contravenes the minimum age requirements to work in or visit a workplace stated in regulations made under the Occupational Health and Safety Act

X contravenes any other applicable legislation, regulation or policy

X contravenes the policies and procedures of the organization that is supervising the student's community involvement activities

X would normally be performed for wages by a person in the workplace

X involves the operation of a vehicle, power tools, or scaffolding

X involves the administration of any type or form of medication or medical procedure to other persons

X involves handling of substances classed as "designated substances" under the Occupational Health and Safety Act

X requires the knowledge of a tradesperson whose trade is regulated by the provincial government

X involves banking, the handling of securities, or the handling of valuable items such as jewellery, works of art, or antiques

X consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities

X involves activities for a court-ordered program (e.g., community-service program for young offenders, probationary program)

X involves activities that promote discrimination, harassment, or puts the safety of the student or others at risk.

The Ministry of Education provides direction for the Community Involvement Hours Requirement of the Ontario Secondary School Diploma through Policy (PPM) 124. For more information on this, please go to <https://www.ontario.ca/document/education-ontario-policy-and-program-direction/policyprogram-memorandum-124>. Students and families can also refer to the UGDSB Website for updates on Community Involvement Hours at <https://www.ugdsb.ca/students/community-involvement/>