



## Community Involvement Activity Notification and Completion Sheet

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Principal or Designate Name & Signature: \_\_\_\_\_

Instructions: **Please provide the information requested below about the community involvement activities that you have completed.** Print clearly using ink. Before beginning any activity, ensure that it is identified on the school board's list of approved activities. If it is not, please obtain approval from the principal or designate before starting the activity.

| Organization and/or Activity | Start Date | Completion Date | Total Hours Completed | Location | Name/Position of Person Supervising Activity (please print) | Signature of Person Supervising Activity | Supervisor Phone Number |
|------------------------------|------------|-----------------|-----------------------|----------|---|--|-------------------------|
|                              |            |                 |                       |          |   |  |                         |
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**Students may begin to accumulate Community Service hours for activities beginning in the summer before they enter grade 9.**

NOTE: Please submit this form to the school when you have completed the community involvement activities described above. Submit no later than the first week of January and the first week of June each term so that hours can be recorded on the upcoming report card.

Personal information on this form is collected under the authority of the Education Act and Municipal Freedom of Information and Protection of Privacy Act, and will only be used to document completion of community involvement hours. The information on this form is confidential and access will be limited to those employees who have an administrative need, the student, and parent(s)/guardian(s) of a student who is under eighteen years of age.

## **EXAMPLES OF ELIGIBLE ACTIVITIES**

*The following list is not exclusive but contains some examples of activities that are suitable for completion of the community involvement requirement.*

### **In the Parish Community:**

Assisting as youth minister  
Teaching or assisting at Sunday school  
Assisting as retreat organizer  
Reading and/or serving Eucharist  
Singing in Church Choir  
Babysitting at liturgies  
Assisting with social justice initiatives  
Joining Pastoral Council, parish committees, arch-diocesan committees  
Reading at Mass  
Serving the Eucharist  
Greeting/ushering at church activities  
Cleaning

### **In the School Community:**

Participating on school committees, e.g., School Council representative; Dance, Grad; Spirit; Yearbook;  
Student Council  
Peer helping  
Tutoring  
Acting as a youth minister  
Assisting sport teams outside of class time  
Assisting on social action/charity projects—snowsuit fund, food drives, 30-Hour Famine  
Assisting the teachers or educational assistants with students with special needs

### **In the Wider Community:**

Helping in soup kitchens, food banks  
Coaching a community team  
“Adopting a Grandparent” - visiting and doing odd jobs for a seniors  
Volunteering in local library  
Volunteering in hospital  
Babysitting for families in need  
Volunteering in senior citizens home  
Volunteering in daycare  
Volunteering as camp counsellor  
Volunteering as girl guide/scout leader  
Assisting people with special needs  
Tutoring  
Volunteering for charity projects (Terry Fox Run, CHEO, telethons, etc.)  
Assisting at an elementary school

## **EXAMPLES OF INELIGIBLE ACTIVITIES**

### **The Board's List of Ineligible Activities**

The Board has determined that the following are ineligible activities, in addition to those that the ministry has listed as ineligible:

- student exchange programs
- activities connected to organizations promoting values contrary to the teachings of the Catholic Church

### **The Ministry's List of Ineligible Activities**

The Ministry of Education has developed a list of activities that may not be chosen as community involvement activities and that are therefore ineligible activities. An ineligible activity is an activity that:

- is a requirement of a class or course in which the student is enrolled (e.g., cooperative education portion of a course, job shadowing, work experience);
- 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;
- takes place in a logging or mining environment, if the student is under sixteen years of age;
- takes place in a factory, if the student is under fifteen years of age;
- takes place in a workplace other than a factory, if the student is under fourteen years of age and is not accompanied by an adult;
- would normally be performed for wages by a person in the workplace;
- involves the operation of a vehicle, power tools, or scaffolding;
- involves the administration of any type or form of medication or medical procedure to other persons;
- involves handling of substances classed as “designated substances” under the Occupational Health and Safety Act;
- requires the knowledge of a tradesperson whose trade is regulated by the provincial government;
- involves banking or the handling of securities, or the handling of jewellery, works of art, antiques, or other valuables;
- consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities; involves a court-ordered program (e.g., community-service program for young offenders, probationary program).

## **LIABILITY INSURANCE COVERAGE FOR THE HIGH SCHOOL'S COMMUNITY INVOLVEMENT PROGRAM**

**Community Sponsors should be advised that students who are performing volunteer work are protected by the school board's liability insurance, while they are performing their required forty (40) hours of community involvement service. Community sponsors are also protected by the board's liability insurance for claims that arise out of our students' volunteer activities for your organizations.**

**Community sponsors should also be aware that, like job-shadowing and other similar work-experience programs, students do not have accident insurance, nor Workplace Safety Insurance coverage through the school board. It is recommended that students involved in the program purchase Student Accident Insurance. The school board expects the community sponsors to ensure that student volunteers are provided with safety instructions, and are trained and supervised to ensure a safe and mutually beneficial volunteer experience.**