



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 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. See examples on the reverse of this form. If the activity does not appear on the eligible list, please obtain approval from the principal or designate before starting the activity. Visit <http://ocsb.ca/hs-programs/students/community-involvement> for details. Visit <http://ocsb.ca/keep-connected/events/workplace-safety> for information about workplace safety.

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

Students may begin to accumulate Community Service hours toward their diploma requirement beginning in the summer after they complete Grade 8. **Share, Learn, Be Safe!**

NOTE: Students must submit this form to the school when the community involvement activities described above have been completed. Ensure all required information is included. Submit form no later than the first week of January and the first week of June each term to ensure 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:

Volunteering to help, organize, lead, facilitate:

child minding during liturgies
Eucharistic ministry
greeting/ushering at church activities
music ministry (e.g. choir)
reading at Mass
Sunday school

parish/diocesan activities or committees
retreat organization
social justice initiatives
youth ministry

In the School Community:

These activities must be completed outside students' class time.

Assisting with:

Charity/social action projects (snowsuit fund, food drives)

Sports teams

Students with special needs (with educator supervision)

Participating on school committees

e.g. School Council; Dance; Grad; Spirit; Yearbook; Student Council etc.

Peer helping and/or tutoring

Youth ministry

In the Wider Community:

Assisting community members in need: the elderly, people with special needs, etc.

Assisting at an elementary school after school

Coaching/assisting with community sports teams/activities

Volunteering in the following situations:

as a camp counsellor/leader in training

community clean-up events

daycare

elder care facility

festivals and special events in the community

hospital

library

not-for-profit organizations: Terry Fox Run, CHEO, etc.

soup kitchens, food banks, or organizations that support need

youth group leader

Tutoring

Visit <http://ocsb.ca/hs-programs/students/community-involvement> for details.

EXAMPLES OF INELIGIBLE ACTIVITIES

The Board's List of Ineligible Activities

The Board has determined that the following are ineligible activities for Community Involvement, in addition to those that the Ministry of Education 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 clarifies that activities with the characteristics listed below to be considered as "ineligible" for community service.

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 "study hall" 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;
-involves playing on a school sports team
-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.

Visit <http://ocsb.ca/keep-connected/events/workplace-safety> for information about workplace safety.

Share, Learn, Be Safe!