Rev. April 2011



# **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

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

Tutorina

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 Ineliaible 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.