

# Getting Started

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## Step 1

Review the list of approved and ineligible activities



## Step 2

In consultation with parents, select an activity

## Step 3

Complete the "Proposed Activity/ Organization Name" section of the Community Involvement Activity Notification and Completion Form which is available in the Guidance Office



## Step 4

Obtain the signature of your parent/guardian if you are under 18 years of age

## Step 5

Obtain pre-approval from the Principal or Designate before beginning any activity



## Step 6

Complete the community involvement activity

## Step 7

Once the activity is completed, request that the Supervisor of the activity indicates the number of hours completed, describes the activity, completes the contact information and provides their verification signature



## Step 8

Submit the completed form to your Guidance Office according to your school's procedures and deadlines

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## Where to find volunteer opportunities?

- The Guidance Office
- School Announcements
- Public Library and Community Centre Bulletin Boards
- [www.volunteertoronto.ca](http://www.volunteertoronto.ca)
- [www.toronto-charities.ca](http://www.toronto-charities.ca)
- [www.charityvillage.com](http://www.charityvillage.com)



# Student's Guide to Community Involvement

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## What is Community Involvement?

- An event or activity designed to be of benefit to the community
- A graduation requirement for an Ontario Secondary School Diploma
- Total of 40 hours of community involvement activities \*\*
- A volunteer activity – not for pay or credit
- A constructive contribution to the community

## Why has the Ministry of Education mandated it?

- Reinforces civic responsibility
- Strengthens the community
- Enhances one's self-confidence and self-image
- Offers networking for future employment
- Provides an experience for students to include in their portfolios

## When must students complete it?

- Any time during the secondary school program, beginning the summer before students enter grade 9, and prior to graduation
- Outside class hours, for example:
  - ◆ during lunch breaks
  - ◆ in the evening
  - ◆ on weekends
  - ◆ during school breaks
  - ◆ during the summer months

**\*\* Schools are responsible for recording 40 hours in the student's profile. Students will track any hours that are accumulated beyond the 40 hour requirement.**

***It is at the school's discretion to input hours beyond the 40 hour requirement.***



# Student Community Involvement Activity Notification and Completion Form

Students are encouraged to begin their community hours in the summer preceding entry into Grade 9.

Date submitted: \_\_\_\_\_ High School \_\_\_\_\_ Student Number \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_



Proposed Activity/ Organization Name	Principal/Designate Pre-approval (Please Initial)	Start Date	Hours Completed	Description of Activity	Supervisor's Name and Contact Information	Supervisor's Signature

Total Hours: \_\_\_\_\_

**For Office Use Only**

Completion has been noted on the student's OST

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of School Official



I understand that the decision for me or my child to participate in this activity is between the Organization and me or child. I am aware of the risks, dangers and hazards associated with the activity and by agreeing to or allowing my child to participate, I freely accept and fully assume all such risks, dangers and hazards to me or my child and the possibility of personal injury, property damage and loss resulting therefrom.

I confirm that I am not aware of any reason, medical or otherwise, that would prevent me or my child from participating in the activity and fully accept personal responsibility for the damages, claims and costs following such injury, permanent disability or death, including incidental expenses such as ambulance and other transportation fees.

Signature \_\_\_\_\_  
*Signature of parent/guardian required if student is under 18 years of age*

## TDSB Approved Activities

Events or activities to support a not-for-profit initiative **unless pre-approved by school principal or designate**

### HELP YOUR NEIGHBOURS

- provide service to seniors or to others who have difficulty leaving their homes – raking, shovelling (no snow blowers), shopping (students should not drive vehicles for this purpose), visiting, reading, meal preparation
- assist a neighbour with child care – take child to the park, watch child while parent prepares dinner
- tutor younger students – read, take to library, help with homework
- assist neighbours with pet sitting, animal care
- get involved in the democratic political process – scrutineering, canvassing, campaigning
- offer service through religious communities/ places of worship
- assist with literacy initiatives – at local libraries, day care centres, community centres

### HELP YOUR SCHOOL OR OTHER SCHOOLS

- help with sports teams – run skills drills, assist coach or team but not as a team player
- help in the library – shelve books, tidy up, change bulletin boards
- tutor other students – help with homework, review difficult concepts
- assist students with special needs – act as peer buddy
- assist with the planning of arts or athletic events – work on publicity, set up for track meets, sell tickets, check coats, offer technical support
- facilitate school events such as fun fairs, parent information nights - greet visitors, set up and supervise booths, give tours, serve refreshments
- assist with environmental activities – encourage recycling, plant trees/flowers, work on grounds crews (students should not use power tools)
- participate in charitable initiatives – food and clothing drives, holiday drives for toys or food
- sit on school councils, committees – school governance, be a peer mentor/mediator, help with orientation of grade 9 students
- volunteer at a seniors' home/centre – visit, read, play cards or board games, take seniors for walks, make crafts
- help organize local community events – food drives/banks
- take part in environmental initiatives – recycling campaigns, park cleanup, planting trees & flower beds (students should not use power tools – lawn mowers, hedge trimmers, wood chippers, etc.)
- get involved in charitable activities – walk-a-thons, daffodil sales, canvassing for non-profit organizations
- assist with sports teams but not as a player– community leagues, parks and recreation programs
- volunteer in leadership roles with community groups – youth groups
- volunteer in hospitals, libraries or any charitable, not-for-profit organization
- volunteer with social service or animal welfare agencies – Red Cross, United Way, Humane Society

### HELP YOUR COMMUNITY

## Ministry of Education 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 break or "spare" periods is permissible
- takes place in a logging or mining environment, if the student is under 16 years of age
- takes place in a factory, if the student is under 15 years of age
- takes place in a workplace other than a factory, if the student is under 14 years of age and is not accompanied by an adult
- would normally be performed for wages by a person in the workplace (students are not to replace paid workers or be paid themselves)
- 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 student's home (i.e. daily chores, caring for siblings) or personal recreational activities
- involves a court-ordered program (e.g. community-service program for young offenders, probationary program)

**Student Injury** – The Board does not provide insurance coverage for injury resulting to student volunteers. To assist, students may purchase student accident insurance by visiting [www.insuremykids.com](http://www.insuremykids.com)