

# Community Involvement Activity Notification and Completion Form

*Students planning to begin their community hours in the summer proceeding entry into Grade 9 are reminded to verify activities according to the guidelines listed on the back of this form and submit proof of their completed hours to their secondary school after October first of the year obtained.*

Date submitted: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Trillium # \_\_\_\_\_  
(yyyy-mm-dd)

Date	Hours Completed	Organization	Description of Activity	Supervisor's name and phone number	Supervisor's Signature	Principal/Designate Signature (*if required)

Total Hours

**I acknowledge that I am responsible for the monitoring and safety of my son/daughter during the completion of these hours.**

\_\_\_\_\_ **Parent/Guardian Signature**

\*If the activity is NOT on the "Eligible List" (see back of this form), you must obtain your principal/designate's signature BEFORE starting the activity. 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.

For Office Use Only	<input type="checkbox"/> Completion has been noted on the student's OST. _____ <div style="display: flex; justify-content: space-between;"> <span>Signature of School Official</span> <span>Date</span> </div>
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**APPROVED COMMUNITY INVOLVEMENT ACTIVITIES  
TORONTO DISTRICT SCHOOL BOARD**

**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 park, watch child while parent prepares dinner
- tutor younger students – read, take to library, help with homework

**HELP YOUR COMMUNITY**

- volunteer at a seniors' home/centre – visit, read, play cards or board games, take seniors for walks, crafts
- help organize local community events – food drives/banks
- take part in environmental initiatives – cleaning and recycling operations, park cleanup, planting trees and 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 organizations
- assist with sports teams – community leagues, parks & recreation programs
- volunteer in *leadership* role with community groups – youth groups
- volunteer in hospitals, libraries – or any organization recommended by the Volunteer Centre of Toronto
- volunteer with social service or animal welfare agencies – Red Cross, United Way, Humane Society
- get involved in the democratic political process – scrutineer, canvassing, campaigning
- 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
- help in the library – shelving books, tidying up, changing bulletin boards
- tutor other students – help with homework, review difficult concepts
- assist students with special needs – peer buddy
- assist with planning of arts or athletic events – do publicity, set up for track meets, sell tickets, attend coat check, offer technical support
- facilitate school events such as parent information nights – meet and greet visitors, give guided tours, serve refreshments
- assist with environmental activities – encourage recycling, plant trees, flowers, work on grounds crew (students should not use power tools)
- participate in charitable initiatives – food 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

**LIST OF INELIGIBLE ACTIVITIES  
MINISTRY OF EDUCATION**

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 (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) or personal recreational activities;
- involves a court-ordered program (e.g., community-service program for young offenders, probationary program).

**INSURANCE**

The Toronto District School Board's liability insurance will protect the students and the community sponsors for liability lawsuits that may arise from the students' activities in this program. The board's insurance does not cover the sponsors for lawsuits that arise from their negligence or for student injuries in the workplace. It is recommended that students involved in the program purchase Student Accident Insurance. The TDSB assumes no liability beyond 40 hours.

**The Toronto District School Board and its employees, including the school contact, will not be liable or responsible for any injury to a student, or loss or damage to personal property as a result of a students' participation in the activity.**