



COMMUNITY INVOLVEMENT RECORD



St. Paul Catholic Secondary School
613-394-4843

- These activities must be completed outside regular class time
- The placement must not replace someone who would normally be paid to do this type of work
- Any community service hours done through participation in extracurricular school activities must be submitted during the school year in which it was completed ie Thinkfast

Student Name: _____

| Volunteer Activity* | Organization/Location | Telephone Number | Community Supervisor's Name and Signature | Start Date MM/DD/YY | End Date MM/DD/YY | Total Hours |
|---------------------|-----------------------|------------------|---|------------------------|----------------------|----------------|
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| | | | | | | |
| | | | | | | |
| TOTAL HOURS | | | | | | |

Student Signature

Date

Parent/Guardian Signature (Students under 18 years)

Date

Parents are responsible for monitoring completion of hours and the safety of their children

Freedom of Information
Pursuant to subsection 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, the personal information collected for the purposes of Community involvement Program is collected under the authority of the Education Act, and will be used for the ongoing administration of appropriate community involvement placements.

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| For Office use only: Completion has been noted on student's record | |
| _____ School Official Signature | _____ Date |

MANDATORY COMMUNITY INVOLVEMENT ACTIVITY RECORD

As stated in Ontario Secondary School, Grade 9 to 12: Program and Diploma Requirements, 1999 (OSS) every students who begins school must complete a minimum of 40 hours of community involvement activities as part of the requirement for an Ontario Secondary School Diploma (OSSD). The purpose of the community involvement requirement is to encourage students to develop an awareness and understanding of civic responsibility and of the role they can play in supporting and strengthening their communities.

Students under the age of eighteen should plan an activity in consultation with their parents (s)/guardians(s). The activity must all fall within the guiding principles the Board has established.

GET APPROVAL: If an activity is not on the Board's list of examples, the student must get approval from their principal or school designate (Guidance) prior to the completion of the hours. If completed without permission and permission is subsequently denied, the activity or event will not be counted toward the student's community involvement requirement.

DOCUMENT: Upon completion of the planned activity, students should have the supervisor of the activity print their name and sign in the designated area of the form. Students must make sure the form is completely filled in including parents(s)/guardians(s) signatures.

SUBMIT TO GUIDANCE: Students must bring completed forms to Guidance. Hours will then be added to their graduation requirements. If a Grade 9 completes their 40 hours of community service before May they will become members of the **FIRST 40 CLUB**, which entitles them to a celebration.

APPROVED ACTIVITIES: Where an event or activity does not clearly fall with the guidelines, the principal has the discretion to approve or reject any activity or event that does not conform to the guiding principles. The following list provides examples of activities that are suitable for completion of the community involvement requirements. Students may not be paid for these services:

1. **FUNDRAISING FOR NON-PROFIT ORGANIZATIONS:** includes canvassing, organization of walk-a-thons for community benefits, daffodil sales, gift wrapping at malls, gala events and sales for charitable purposes; volunteering at a local hospital, library, or getting involved in democratic political campaigns.
2. **SPORTS/RECREATION FOR NON-PROFIT ORGANIZATIONS.** (PLAYING ON A SPORTS TEAM IS NOT ELIGIBLE.) Volunteering with Little NBA or YMCA.
3. **COMMUNITY:** includes helping to organize winter carnivals, parades and summer fairs.
4. **COMMUNITY PROJECTS/AGENCIES:** includes participating in organized food drives or support services for community groups or community service clubs i.e. United Way, Red Cross, Habitat for Humanity.
5. **ENVIRONMENTAL PROJECTS:** includes participating in a community clean-up, flower/tree planting, recycling and general beautification projects and activities. (Students must not use power tools, lawn mowers, hedge trimmers or wood chippers.)
6. **VOLUNTEER WORK WITH SENIORS (NOT A FAMILY MEMBER):** includes assisting in a senior's residence, i.e. serving snacks, helping with activities, shopping, or participating in visiting and reading programs or walking with Seniors, help raking leaves, shovelling snow and meal preparation. (Snow Blowers are not permitted.)
7. **COMMITTEE WORK:** includes participation on advisory boards, neighbourhood associations and regional associations.
8. **RELIGIOUS ACTIVITIES:** includes participation as a volunteer in programs for children, child minding, Sunday School assistance, choir, alter-serving, special events and Bible camp.
9. **YOUTH PROGRAMS:** includes volunteer assistance with the operation of youth programs such as 4H, Boy Scouts, Girl Guides, breakfast programs, March Break programs, Readers in training, summer camps.
10. **OFFICE/CLERICAL WORK FOR NON-PROFIT ORGANIZATIONS:** includes volunteer activity at reception, computer work and mailings for individuals or groups providing charitable or general community benefit.
11. **WORK WITH ANIMALS:** includes volunteer involvement with animal care, charitable horseback riding program, volunteering at the Humane Society, Shelter of Hope or other animal welfare agencies.
12. **ARTS AND CULTURE:** includes volunteer organizational assistance at a gallery, performing arts production or program, or in a community library program.
13. **ACTIVITIES FOR INDIVIDUALS-CANNOT CONSIST OF DUTIES NORMALLY PERFORMED IN THE STUDENTS HOME, I.E. DAILY CHORES/FAMILY RESPONSIBILITIES (BABYSITTING IS NOT ELGIBLE):** includes any volunteer activity that assists someone who requires assistance with shopping, tutoring, light snow removal (no use of snow blower), writing letters or transcribing, voluntary involvement with chronic care, or services as a volunteer reading buddy.
14. **SCHOOL COMMUNITY SERVICE:** may include service within the school community that provides benefit to others that takes place outside the regular school day such as Student Council, Peer Mentors, Yearbook or External Club if activities happen outside the school day.

PLEASE NOTE ACTIVITIES THAT ARE FAMILY RESPONSIBILITIES (CHORES) AND PERSONAL RECREATIONAL ACTIVITIES WILL NOT BE CONSIDERED