



# COMMUNITY INVOLVEMENT NOTIFICATION & COMPLETION FORM

Student Full Name: \_\_\_\_\_ OEN: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_ Homeroom (Circle One): **A** **B** Graduation Year: June \_\_\_\_\_

Only eligible activities may be counted toward fulfilling the Community Involvement Hour diploma requirement. Please see the back of this form for more information. If your activity is not listed under *Eligible Activities*, please speak with your guidance counsellor for pre-approval. This form should be submitted once--after all 40 hours have been completed--to the Senior School Guidance Office. Photocopies are acceptable.

ACTIVITY	# of HOURS Complete	START DATE	END DATE	ORGANIZATION, SUPERVISOR NAME, TELEPHONE NUMBER	SUPERVISOR SIGNATURE & COMMENTS

TOTAL # OF HOURS	
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This information is collected and used pursuant to the Municipal Freedom of Information and Protection of Privacy Act to document the Community Involvement Diploma Requirement as outlined by PPM124. This form should be filed in the OSR once completed.

Student Signature: _____	Date: _____
Parent / Guardian Signature: _____	Date: _____

## ***What types of activities are ineligible?***

An ineligible activity may not be included in CI Hours as outlined by the Ministry of Education:

- 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
- contravenes the minimum age requirements to work in or visit a workplace stated in regulations made under the *Occupational Health and Safety Act*
- contravenes any other applicable legislation, regulation, or policy
- contravenes the policies and procedures of the organization that is supervising the student's community involvement activities
- 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 jewelry, works of art, antiques, or other valuables
- consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities
- involves activities for a court-ordered program (e.g., community-service program for young offenders, probationary program)
- involves activities that promote discrimination, harassment, or puts the safety of the student or others at risk

## ***What types of activities are eligible?***

Eligible activities are volunteer activities (unpaid) that may be counted towards the CI hours required to graduate and provide services to improve the well-being of the school, community, or not-for-profit institutions. Please see the following list of **possible activities**. *Please note that ALL activities should be approved by a parent/guardian BEFORE participating. If unsure about an activity's eligibility, please speak with the Guidance Counsellor BEFORE participating.*

### **HELP YOUR COMMUNITY**

- volunteer at a seniors' home/centre
- help organize local community events (food drives/banks)
- take part in environmental initiatives (recycling campaigns, park cleanup)
- get involved in charitable activities (walk-a-thons, etc.)
- assist with sports teams but not as a player
- 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
- offer service through religious communities/places of worship
- assist with literacy initiatives – at local libraries, day care centres, community centres
- get involved in the democratic political process—canvassing, campaigning, etc.

### **HELP YOUR SCHOOL OR OTHER SCHOOLS**

- help with sports teams but not as a player
- assist with school events
- tutor other students (must be facilitated by a teacher and approved by Guidance Department)
- assist with the planning of extracurricular or school events that benefit the community
- participate in charitable initiatives (food and clothing drives, holiday drives)
- sit on school committees (be a peer mentor/mediator, help with orientation of grade 9 students, student ambassador)

### **HELP YOUR NEIGHBOURS**

- provide service to seniors or others who have difficulty leaving their homes (raking, shoveling, shopping, meal preparation). Students should not drive vehicles for this purpose.
- assist a neighbour with child care
- tutor younger students
- assist with pet sitting