

COMMUNITY SERVICE GUIDE

What is Community Involvement?

40 hours of community involvement activities

A requirement for an Ontario Secondary School Diploma

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

Provide an experience for students to include in their portfolio

When must students complete it?

Any time during the secondary school program

Outside class hours, for example:

- During lunch breaks
- In the evening
- On weekends
- During school breaks
- During the summer months

Every student entering secondary school in Ontario is required to complete 40 hours of

Community involvement to receive a diploma (Ontario Secondary Schools, Grade 9 to 12: Program and Diploma Requirements, 1999). The purpose of this requirement is to encourage students to develop an understanding of the various roles they can play in their community and to help them develop a greater sense of belonging within the community.

This document provides information on the community involvement diploma requirement for students and parents, as well as, for the persons and organizations who are asked by students to sponsor a community involvement activity. If further information is required, please contact the guidance department or Principal in your school.

Students will select one or more community involvement activities in consultation with their parents. Selection of activities should consider the age, maturity, and the ability of the student, the location and environment of the proposed activity, and the need for any special training, equipment, and preparation. The safety of the student is paramount.

It should be noted that students will not be paid for performing any community involvement activity.

A parent is not required to sign a form or to be consulted if the student is eighteen years of age or older.

List of Ineligible Activities from The Ministry of Education

The ministry has developed a list of activities (Policy/Program Memorandum No. 124a) that are ineligible activities and therefore may not be chosen as community involvement.

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 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;

involves a court-ordered program (e.g., community-service program for young offenders, probationary program).

The Board's List of Eligible Community Involvement Activities

Below is a suggested list of community involvement activities. It is neither complete nor comprehensive but is intended to assist students and parents to determine acceptable activities and find a starting point for local organizations.

Fundraising – may include canvassing and assisting with the organization of events for the benefit of the community and/or non-profit organizations, e.g., walkathons, celebrity games, gala events, bazaars, etc.

Sports/recreation – may include coaching and/or helping to organize tournaments, sporting events, track meets, summer games or volunteering as a leisure buddy or pool assistant, camp counselors.

Community Events – may include helping to organize winter carnivals, parades, and summer fairs.

Community Projects – may include participating in organized food drives; soup kitchens, food bank, or support services for community groups.

Justice Initiative Projects – may include anti-poverty, third world, community charity such as local food bank.

Environmental Projects – may include participating in community clean-up, flower/tree planting, recycling, and general beautification projects and activities.

Work with Seniors – may include assisting in a seniors' residence, e.g. – serving snacks, helping with activities, or participating in visiting and reading programs.

Committee Work – may include participation on advisory boards, neighbourhood associations, and regional associations.

Parish Community Activities – may include participation as a youth minister, Children's liturgy, retreat organizer, Liturgy committee, Choir, Childcare, Social Justice initiatives, Pastoral council representative, parish committees, arch diocesan committees.

Youth Programs – may include volunteer assistance in the operation of youth programs such as Scouts, Guides, recreation centre activities, breakfast programs, March Break programs, Leaders-in-Training, summer playground activities, and camps.

Office/Clerical Work – may include volunteer activity in reception, computer work, and mailing for individuals or groups providing charitable or general community benefit.

Work with Animals – may include volunteer involvement with animal care or assistance at a local animal shelter.

Arts and Culture – may include volunteer assistance at a gallery, performing arts production or program, or in a community library program.

Activities for Individuals – may include any volunteer activity that assists someone who requires the assistance with shopping, tutoring, light snow removal, housekeeping, writing letters or transcribing, or involves hospital visitation or volunteering , involvement with chronic care, or service as a volunteer reading buddy, or child care volunteering.

School Community Service – may include participation in OSADD/OSAID, Think Fast, Youth in Action, Peer Tutoring (non-credit).

RESOURCES FOR COMMUNITY INVOLVEMENT

Virtual Volunteering Opportunities - I Want to Volunteer - Volunteer Canada

volunteer.ca / Dec 28

Community Involvement Activity Notification and Completion Form

Students planning to begin their community hours in the summer preceding 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 1st of the year obtained.

Date Submitted: _____ Last Name: _____ First Name: _____
(yyyy/mm/dd)

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

_____
(Parent/Guardian Signature)

Date Hours Completed	Organization	Description of Activity	Supervisor's Name and Phone Number	Supervisor's Signature	Principal's/ Designate's Signature (*if required)
Total Hours					

*If the activity is NOT on the "Eligible List" (see back of this form), you must obtain your principal's/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	☐ Completion has been noted on the student's OST. _____ _____ (Signature of School Official) (Date)