



# Community INVOLVEMENT

## Record of Community Involvement Hours

Please refer to the specific requirements found at: [www.tvdsb.ca/highschool](http://www.tvdsb.ca/highschool) or on the back of this form. Forms can be submitted to the guidance office at your high school or parent/caregiver can submit through the Parent Portal.

Student Name: \_\_\_\_\_

Secondary School: \_\_\_\_\_

Completed Activity	Number of Hours	Date	Location of Activity	Supervisor's Name (please print)	Supervisor's Contact	Supervisor's Signature
<b>TOTAL HOURS:</b>						

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**  
 Date recorded in  
 Student Information System:  
 \_\_\_\_\_  
 Form Filed in OSR

Students require a minimum of 40 hours of community service to graduate High School in Ontario. There are many benefits to volunteering, including giving back to the community, learning new skills, developing awareness about civic responsibility, deepening one's understanding of their role in society and networking opportunities for potential future employment.

If you have any questions about community involvement, please reach out to your High School Guidance Office.

### CHECKLIST FOR COMPLETING YOUR COMMUNITY INVOLVEMENT HOURS

- Think of an area that interests you that benefits the community e.g. a career interest, hobby, social justice interest.
- Check that the activity you're interested in is listed on the eligible activities
- If your activity does not appear on the list of eligible activities, please reach out to your Guidance Office.
- Talk to your parent/caregiver about your community involvement plans and gain their support.
- Reach out to the community or school organization to arrange the details.
- Begin completing your community involvement hours. Remember your responsibilities: to be actively involved, to do your best, to be a positive ambassador for young people in the community
- Ask the organization to sign your community involvement hours form when you complete the volunteer work. We recommend that you make a copy of the completed form for your records.
- Submit your form to your Guidance Department as you complete your hours or have your parent/caregiver submit the hours online through their Parent Portal (first 40 hours only; all hours above 40 must be submitted on paper). Note: You do not need to wait until you have completed all 40 hours before submitting.



PARENT PORTAL

### ELIGIBLE:

- An event or activity designed to benefit the community in general.
- An event or activity to support a not-for-profit agency, institution or foundation that meets ethical standards of the Board and the Ministry of Education.
- Any program that promotes tutoring, mentoring, visiting or coaching, or assists others in need.
- An event or activity that supports ethical work of a global nature or that promotes positive environmental awareness.
- An event or activity that contributes to the health and well-being of others.
- An event that is affiliated with a club, religious or political organization, arts or cultural association that seeks to make a positive and ethical contribution in the community.

### Some examples of eligible activities are, but not limited to:

- coaching minor sports team
- reading buddy or tutoring outside of school time
- assisting at a charity event (e.g. walk-a-thon)
- participating in environmental projects (e.g. community clean up, tree planting)
- helping to organize a community event (e.g. summer fair or winter carnival)
- volunteering at a food bank
- assisting at a seniors' residence
- assisting in local parks and recreation facilities
- timing, scoring keeping or managing a school team
- organizing the school art show
- office work for a non-profit organization
- committee work (e.g. literacy committee at local library)
- leading others in your faith community
- advisory board
- youth programs or mentorship programs

### NOT ELIGIBLE:

- An activity that is a requirement of a class, course, or program in which the student is enrolled (e.g., cooperative education course, experiential learning activities)
- An activity that takes place during regular class time 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, the handling of securities, or the handling of valuable items such as jewellery, works of art, or antiques
- 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.

*Consider purchasing student accident insurance for personal injury if private coverage is insufficient.*