



St. Theresa Catholic Secondary School Community Involvement Tracking Form



Student Name: _____

Current Grade: _____

	*Volunteer Activity (Description)	Name of Organization and City	Telephone	Community Supervisor's Name and Signature	Start Date	End Date	Total Hours
1							
2							
3							
4							
5							
6							

*The placement must not replace someone who would normally be paid to do this type of work.

TOTAL HOURS

Student Signature _____	Date _____
Parent/Guardian Signature (Students under 18 years) _____	Date _____

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

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

*Hours collected: Even if the activity takes place at the school, it is still the student's responsibility to have hours signed and submitted to the office. Hours are not automatically submitted.

*Minimum of 40 hours required for graduation.

*Additional forms are available online or in Guidance.

*Submit hours often to reduce the risk of lost forms.

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

Approved Activities.

Where an event or activity does not clearly fall within 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 requirement. Students may not be paid for these services:

- FUNDRAISING FOR NON-PROFIT ORGANIZATIONS**
Includes canvassing, organization of walk-a-thons for community benefit, daffodil sales, gift wrapping at malls, gala events and sales for charitable purposes. Volunteering at local hospital, library, or getting involved in democratic political campaigns.
- SPORTS/RECREATION FOR NON-PROFIT ORGANIZATIONS (PLAYING ON A SPORTS TEAM IS NOT ELIGIBLE)**
Includes coaching and assisting any not-for profit sports team, park and recreation groups, "Y" COMMUNITY
Includes helping to organize winter carnivals, parades and summer fairs.
- 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. .
- ENVIRONMENTAL PROJECTS**
Includes participating in 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)
- VOLUNTEER WORK WITH SENIORS (NOT FAMILY MEMBERS)**
Includes assisting in a seniors' residence, i.e. serving snacks, helping with activities, shopping, or participating in visiting and reading programs or taking them for walks. Help rake leaves, shovel snow and meal preparation. (Snow blowers are not permitted)
- COMMITTEE WORK**
Includes participation on advisory boards, neighbourhood associations and regional associations.
- RELIGIOUS ACTIVITIES**
Includes participation as a volunteer in programs for children, child minding, Sunday School assistance, choir, altar-serving, special events and clerical tasks.
- YOUTH PROGRAMS**
Includes volunteer assistance with the operation of youth programs such as 4H, Boy Scouts, Girls Guides, breakfast programs, March Break programs. Leaders in training, summer camps.
- 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
- WORK WITH ANIMALS**
Includes volunteer involvement with animal care, horseback riding programs or volunteer assistance at a local zoo. Volunteering at Humane Society, Shelter of Hope or other animal welfare agencies.
- ARTS and CULTURE**
Includes volunteer organizational assistance at a gallery, performing arts production or program, or in a community library program.
- ACTIVITIES FOR INDIVIDUALS—CANNOT CONSIST OF DUTIES NORMALLY PERFORMED IN THE STUDENTS HOME, I.E. DAILY CHORES/FAMILY RESPONSIBILITIES (BABYSITTING IS NOT ELIGIBLE)** 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 service as a volunteer reading buddy.
- SCHOOL COMMUNITY SERVICE**
May include service within the school community that provides benefit to others that takes place outside the regular school day.

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



Mandatory Community Involvement Activity Record

As stated in Ontario Secondary School, Grade 9 to 12: Program and Diploma Requirements, 1999 (OSS), every student who begins secondary school must complete a minimum of 40 hours of community involvement activities as part of the requirements 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.

PLAN

Students under the age of eighteen should plan an activity in consultation with their parent(s)/guardian(s). The activity must fall within the guiding principles the Board has established (see list of examples on the back).

GET APPROVAL

If the 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 parent(s)/guardian(s) signatures.

SUBMIT TO GUIDANCE

Students must bring completed form to Guidance. Hours will then be added to their graduation requirements. If a Grade 9-10 student completes their 40 hours before the end of May in their current year, they will receive a Certificate of Recognition at the Annuals Awards Night to recognize their effort.