



# Community Involvement Notification & Activity Completion Sheet



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

Principal: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Please submit this form to the school yearly or when you have completed 40 hours of Community Involvement Activities, or when the Principal requests it.

Description of Activity	Number of Hours	Date of Activity	Location & Telephone Number	Community Sponsor's Name	Community Sponsor's Signature	Principal/Designate Signature (if required)

**Total**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature  
(if student is under the age of 18)

\_\_\_\_\_  
Date

For Office Use Only:

40 hour requirement is complete and has been noted on the student's Ontario Student Transcript.

\_\_\_\_\_  
Signature of Principal/Designate

\_\_\_\_\_  
Date



NOTE: Personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of administering the Community Involvement Program. This information will be stored in the Ontario Student Record, O.S.R. Users: Teacher Advisor, Community Sponsor, Principals. Copies (upon request): 1. Parent/Guardian; 2. Student; 3. Ontario Student Record O.S.R. Questions about this collection should be directed to the Superintendents of Education for either the Elementary or Secondary panel.

## **General Information**

- Since 1999, one of the requirements for all students in Ontario has been to complete a minimum of 40 hours of community involvement activities in order to achieve their Ontario Secondary School Diploma.
- Effective July 1, 2011, students will be able to start accumulating community involvement hours in the summer before they enter Grade 9.
- Students may complete the 40 hours of community involvement activities at any time. The hours may be accumulated gradually or by involvement in 1 or 2 longer activities. They may also complete any number of activities so long as the total of hours equals 40.
- Students will not be paid for performing any community involvement activity.
- Community involvement activities can only take place outside of instructional time.
- Activities deemed a requirement towards earning a credit are disallowed.
- Students under the age of 18 years of age should plan and select their activities in consultation with their parents.
- A parent is not required to sign a form if the student is 18 years of age or older.

## **Insurance**

The Simcoe Muskoka Catholic District School Board's liability insurance will protect students and community sponsors regarding liability law suits for damages or injuries to a third party that may arise from a student's volunteer activities.

Please note:

1. Board liability insurance does not cover negligence on behalf of the community sponsors involvement in the programme; sponsors are responsible for ensuring that their own liability insurance is in place.
2. A student suffering personal injury would not be covered by the Workplace Safety Insurance Board (WSIB).
3. It is expected that community sponsors will provide students with safety instructions, safety equipment (if necessary), training and supervision.
4. Students are encouraged to purchase Student Accident Insurance, available at the schools each September.

## **Roles and Responsibilities of Students**

As stated in the Ministry of Education Policy/Program Memorandum No. 124a, Ontario Secondary School Graduation Requirement: Community Involvement Activities in English-Language Schools, the student is responsible for initiating, completing and tracking the experience of community involvement.

In consultation with their parents, students will select a board approved activity, or students may choose an activity that is not on the list, provided that it is not one specified on the ministry's and the board's lists of ineligible activities. If the activity is not on the board's approved list, the student must obtain written approval from the principal prior to beginning his/her community involvement.

The Community Involvement Notification and Completion Sheet form must be completed and signed by the student, the student's parent/guardian (if the student is under 18 years of age), the community sponsor (that is, the person or organization that provided the community involvement opportunity for the student) and the Principal or designate.

## **Roles and Responsibilities of Parents/Guardians**

Parents/Guardians should provide assistance to their child in the selection of their Christian service activities. A parent/guardian must sign the Community Involvement Notification and Completion Sheet form if the student is under 18 years of age. Parents/Guardians have the primary responsibility to provide assistance to their child for the selection of the Community Involvement Activities.

## **Roles and Responsibilities of School Principals**

Principals are required to provide information about the community involvement requirement to parents, students, and community sponsors. Principals are also required to provide students with the information and forms they will need to complete the community involvement requirement, including the Board's list of approved activities from which to choose. After a student completes the 40 hours of community involvement and submits all documentation of their completion to the school, the principal will decide whether the student has met the community involvement requirement and, if so, will record it as completed on the student's official transcript.

## **Roles and Responsibilities of School Boards**

School Boards are responsible for the implementation of the Community Involvement Notification and Completion Sheet, through their secondary schools. The Board develops a list of approved community involvement activities.