York Region DISTRICT SCHOOL BOARD

Notification and Completion of Community Involvement Activities

Student Name	Student Number

Student Telephone	Email Address	Grade	Age

For all community involvement activities, please provide all of the required information indicated below.
Submit this form to the school Guidance Office when you have completed community involvement activities.
PLEASE MAKE SURE THAT YOU HAVE RECEIVED PRE-APPROVAL. IF THIS IS AN ACTIVITY YOU HAVE NOT RECEIVED APPROVAL FOR THIS IN THE PAST.

ACTIVITY (describe your specific duties)	PRE APPROVAL COUNSELLOR/ SIGNATURE & DATE	COMPLETED NUMBER OF HOURS	DATE OF COMPLETION	ORGANIZATION	SUPERVISOR'S CONTACT INFORMATION (Supervisor's full name, and phone number)	SUPERVISOR SIGNATURE

TOTAL HOURS

Secondary School
Principal Name

Student Signature	Date
Parent/Guardian Signature	Date

For office use only

☐ Completion has been noted on SIS Record

Signature of School Official	Date

This information is collected and used pursuant to the Education Act. The information will be used to document the Community Involvement Diploma Requirement.

Eligible activities include:

Elementary Schools - assist with school events, school councils, activities for children;

Secondary Schools - organization and leadership of school activities or clubs that benefit the school and/or community;

Animal Care - volunteering in a zoo, animal shelter, or on a farm;

Community Spaces and Events - volunteering in galleries, libraries, arts & cultural events, community productions or opportunities (outside of credit courses) for time spent learning about traditional cultures such as language, cooking, knowledge, skills, and stories;

Charitable Organizations - assisting with special events, programs, clerical tasks;

Children/Youth Programs - assisting with children/youth programs, volunteering in a child care centre or camp;

Community Organizations - assisting with special events, food banks, community support services, shelters, clerical tasks;

Community Service for Individuals - assisting community members in need;

Environment, Conservation and Sustainability Projects or Initiatives- planting flowers/trees, recycling projects, recycling depot;

Health Agencies - volunteering in hospitals, hospices, Canadian Blood Services (volunteering to organize or assist with a blood donor clinic), donating blood (time required to donate);

Public Service Agencies - volunteering for activities sponsored by the police or fire department;

Political Organizations - municipal, provincial, and federal recognized political organizations that reflect the values and priorities of the YRDSB; except for York Region District School Board trustees or trustee candidates;

Religious Organizations - assisting with programs, special events;

Senior Citizens - assisting in seniors' residences, providing services for seniors in the community;

Sports and Recreation - coaching, managing, organizing special events, assisting with projects/events

Service Focused Community Club Activities - those activities that expand community service to others beyond the school day (holiday dinner participation, environmental action activities, etc.)

Virtual Opportunities - organizations must be based in Ontario and run by an adult/adults for charitable purposes.

Ineligible activity include:

- is a requirement of a class or course in which the student is enrolled (i.e., 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 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 tradespersons 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 performed in the home (i.e., daily chores) or personal recreational activities;
- involves activities for a court-ordered program (i.e., community-service program for young offenders, probationary program);
- involves participation in extra curricular activities for which a student stands for school-wide election; and
- any work for a School Board Trustee or Candidate

Liability Insurance

The school board's liability insurance carried with Ontario School Board's Insurance Exchange (OSBIE) will provide coverage for the students and the community sponsors from any lawsuits that may arise from the students' activities in the community involvement program during the 40 hours of volunteer work required for those activities that are eligible. The board's insurance policy will only cover hours that have been pre-approved. This includes any hours beyond the mandatory graduation requirements.

For more information: https://www2.yrdsb.ca/schools-programs/secondary-school/experience-secondary-school/graduation-requirements/community