

# Renfrew County District School Board Community Involvement Activity Record

<b>Student Name:</b>		<b>Phone Number:</b>	
<b>School:</b>		<b>Principal:</b>	

*Please submit the completed and signed form to your school's office.*

#	*Activity Description	**Pre-Approved Signature	Location & Telephone Number	***Supervisor's Printed Name & Signature	Date Completed	# of Hours
1						
2						
3						

These activities must be completed outside regular instructional class time.

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

\*\* Activities not identified on the School Board's list of eligible activities must obtain approval before starting the activity. Principal or designate signature required in shaded area.

\*\*\* A Supervisor cannot be a parent/guardian or a member of the immediate family (grandparent, aunt, or uncle).

<b>Total Hours</b>
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\_\_\_\_\_

**Student Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Parent/Guardian Signature**

\_\_\_\_\_

**Date**

The Renfrew County District School Board's liability insurance carried with Ontario School Board's Insurance Exchange (OSBIE) will provide coverage for the students and 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. The board's liability insurance does not cover student injuries while they are completing their 40 hours of service nor does it cover the sponsoring organization for lawsuits that arise from their negligence. It is recommended that students involved in the program purchase Student Accident Insurance.

Completion has been noted on student's official school record.  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Roles & Responsibilities of Students**

- Complete eligible activities to fulfill the graduation requirement (40 hours).
- Demonstrate a positive work ethic and respect for others. This includes being on time, listening to instruction, following through, and maintaining confidentiality.
- Ask questions if they don't understand something.
- Submit their completed community involvement hours activity record to their principal or to another school contact designated by the principal at appropriate intervals as determined by the principal.

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

- Provide assistance to their child in the selection of their community involvement activities.
- Communicate with the individual or organization supervising their child's community involvement activities and the school principal if they have any questions or concerns.
- Verify their child's community involvement hours using the school board's approval and verification processes for students who are under the age of 18 years.

### **Roles & Responsibilities of Community Sponsors**

- Provide, to the student, any training, equipment or special preparation that is required for the activity.
- Verify the date(s) and the number of hours completed by signing the student's Activity Record.

### **Eligible Community Involvement Activities**

- Assisting Non-Profit Organizations with fundraising (i.e. canvassing, organization of walk-a-thons), awareness campaigns, sports/recreation (i.e. coaching, helping to organize Special Olympics, track meets and summer games), office/clerical work (i.e. volunteer activity in reception, computer work);
- Community Events & Projects including helping to organize carnivals and parades, participating in organized food drives or support services for community groups such as 4H Clubs or local community service clubs;

### **Eligible Community Involvement Activities (Cont)**

- Environmental Projects including community clean up, flower/tree planting, recycling, and general beautification activities;
- Assisting Seniors including serving snacks, helping with activities, or participating in visiting and reading programs;
- Committee Work such as participation on advisory boards and neighborhood associations;
- Religious Activities including participation as a volunteer in programs for children, Sunday School assistance and special events;
- Youth Programs including the assistance with the operation of youth programs such as 4H, Scouts Canada, Girl Guides, Drop-In Centre activities, breakfast programs and camps;
- Work with Animals such as involvement with animal care, horseback riding programs or volunteer assistance at a local petting zoo;
- Arts & Culture such as organizational assistance at an art gallery, performing arts production, cultural celebration, or in a community library program;
- Activities for Individuals by providing assistance to people in need such as with shopping, tutoring, light snow removal (no use of snowblower), housekeeping, writing letters, hospital visitation;
- School Community Service by helping out with extra-curricular activities such as organizing tournaments, assisting other students, library assistance, being a member of the technical crew for school productions, participating in school governance, fundraising, organizing drama and art events.

For further information including a list of ineligible activities contact the following: [www.rcdsb.on.ca](http://www.rcdsb.on.ca)



### **Mandatory Community Involvement**

#### **Activity Record**

All students must complete community involvement activities as a requirement outlined by the Ontario Ministry of Education Policy/Program Memorandum No. 124.

These activities must be:

- a minimum of 40 hours of total service (community involvement may begin in the summer after Grade 8);
- included in the list of the eligible activities;
- completed by the end of Grade 12 in order to be eligible to graduate with an Ontario Secondary School Diploma (OSSD).

The purpose of the community involvement graduation requirement is to encourage students to develop awareness and understanding of civic responsibility and of the role they can play and the contributions they can make in supporting and strengthening their communities. By being involved in their communities and serving others, students develop transferable skills and explore different sectors and potential career opportunities.

***Personal information on this form is collected under the authority of the Education Act. The personal information collected will be used for education, administration and statistical purposes of the Board and/or Ministries and Agencies of the Government of Ontario and the Government of Canada. Questions about this collection of personal information should be directed to the Freedom of Information Coordinator, 1270 Pembroke Street West, Pembroke, Ontario K8A 4G4, (613) 735-0151.***