

# Eligible Activities

**Community Events** – organizing community celebrations (e.g., Carnivals, parades, fairs, etc.).

**Community Projects** - participating in food drives or support services for community groups.

**Environmental Projects** – participating in community clean-up, flower and tree planting, recycling and beautification projects.

**Committee Work** – participation on advisory boards, neighborhood associations and regional associations.

**Work with Animals** – animal care, feeding, grooming.

**Fundraising** – for community organizations, service clubs and charities (walk-a-thons and sales for charitable purposes)

**Sports and Recreation** – coaching and organizing

**Volunteer Work in Institutions** – hospitals, nursing homes and daycares (serving snacks, visiting, writing and reading)

**Youth Programs** – volunteer assistance with the operation of youth programs and organizations including drop in centres, breakfast programs, playground activities and camps.

**Religious Activities** – participation as a volunteer in programs for children (e.g., Sunday School) and other church activities including events and clerical tasks.

**Office and Clerical Work** – volunteer activity in the service of individuals or groups providing charitable or community benefit.

**Arts and Culture** – volunteer assistance at a gallery, museum, performing arts production or program, or in a community library program. This must not involve the handling of works of art, antiques or other valuables.

**Activities with Individuals** – volunteer activity for any person requiring assistance. This must not involve the use of power tools.

## A Secondary School Graduation Requirement

Effective September 1, 1999, every student who begins secondary school in Ontario is required to complete 40 hours of community involvement in order to receive a diploma. The purpose of this requirement is to encourage students to develop an understanding of the various roles they can play in their community and to help them develop a greater sense of civic responsibility and belonging within the community.

This document provides information for students and parents, as well as for the persons and organizations who are asked to sponsor community involvement activities to assist students in meeting the diploma requirements.

Students will not be paid for performing any community involvement activity. These activities must take place outside of scheduled instructional time; they must not be part of a credit course including work experiences related to credits; they must total a minimum of forty hours; and they must be completed by the end of grade twelve.

The Upper Canada District School Board welcomes this opportunity to recognize the many contributions students make in their communities.



# 40 Hours



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## Community Involvement Starts Here



# Getting Started

1

Plan an activity in consultation with their parent(s)/guardian(s). The activity should involve service to others and should be on the Board's list of eligible activities.

Effective July 1, 2011, Grade 8 students **may** collect hours in the summer that spans Grade 8 and Grade 9.



2

Students confirm the details of the activity with the community sponsor.

3

**Before beginning any activity**, students complete the **Notification of Planned Community Involvement** form and submit it to their school. Elementary Principals may pre-approve activities for Grade 8 students based on the list of eligible and ineligible activities. The form must be signed by the student and by the parent/guardian if the student is under eighteen years of age. A principal's signature is required if the activity is not on the Board's list of eligible activities or if the activity involves community service within the school.



4

Students complete their planned activity and submit the notification form "**Completion of Community Involvement**" (page 6) signed by the community sponsor.

5

By **January 15th** and **June 1st** each year, students submit their *Completion of Community Involvement* records to their school for report card entry.

6

These steps are repeated until the forty-hour requirement has been fulfilled.

**It is recommended that students begin to meet this requirement early in their secondary program.**



# Ineligible Activities

The Ministry of Education has developed a list of activities that may not be chosen as community involvement activities. An ineligible activity is an activity that:

- is a requirement of a class or course (e.g., 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" period is permissible
- takes place in a factory, if the student is under fifteen
- 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 others
- involves handling of "designated substances" under the Occupational Health and Safety Act
- requires the knowledge of a tradesperson whose trade is regulated by the provincial gov't
- involves banking or the handling of securities, or the handling of jewellery, works of art, antiques, or other valuables
- consists of duties normally performed in the home (i.e., daily chores) or personal activities
- involves a court-ordered program (e.g., Community service program for young offenders, probationary program)

