



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

# COMMUNITY INVOLVEMENT NOTIFICATION AND ACTIVITY COMPLETION SHEET

**Student Name** \_\_\_\_\_  
**Student ID No.** \_\_\_\_\_

**Principal** \_\_\_\_\_

**School** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Community involvement hours completed to date** \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's or Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please provide the information requested below about the community involvement activities in which you are involved. Approval of the principal or designate is required before starting the activity.**

Activity	Number of Hours		Completion Date DD/MM/YY	Location	Phone Number	Supervisor's Signature	Principal / Designate's Signature	Office Use Only
	Estimated	Actual						
								C.I. Hours noted in OSR

**NOTE:** Please submit this form to the school when you have completed the community involvement activities described above. Submit no later than January 8 and June 8 each term so that hours can be recorded on the upcoming report card.

Personal information on this form is collected under the authority of the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, and will only be used to document completion of community involvement hours. The information on this form is confidential and access will be limited to those employees who have an administrative need, the student, and parent(s)/guardian(s) of a student who is under eighteen years of age. Questions regarding this collection are to be directed to the school principal.



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## Examples of Community Involvement Activities

The following list is not exclusive but contains some examples of activities that are suitable for completion of the community involvement requirement.

- **Not-for-profit Agencies** – includes voluntary activities for any not-for-profit institution or foundation that would not displace a paid worker
- **For-profit agencies** – includes voluntary activities that are charitable-based for any business or organization that would not displace a paid worker.

**Note:** Any association with an organization, or an organizations activities, that does not comply with the ethical standards, policies, procedures and regulations of both the Ministry of Education and the Board are not eligible for community involvement.

- **Support for Individuals** – includes assistance to those in need with shopping, housekeeping, writing letters or transcribing, hospital visitation or chronic care
- **Learning Assistance** – includes activities in structured programs that promote tutoring, mentoring, coaching, reading buddies or whose purpose is to help others that require that assistance
- **Ethical Contributions** – includes affiliation with a club, religious organization or political organization that seeks to make a positive and ethical contribution to the community or supports ethical works of a global nature
- **Community Projects** – includes participating in food drives or supporting groups such as 4H Clubs, Welcome Wagon or Meals-on-Wheels
- **Community Events** – includes helping to organize winter carnivals, parades and community celebrations
- **Sports/Recreation** – includes coaching and helping to organize Special Olympics, sporting events or games, or volunteering at a recreation centre
- **Environmental Projects** – includes participating in community clean-up, flower/tree planting, recycling and neighbourhood beautification projects
- **Work with Seniors** – includes assisting in a seniors residence, serving snack, supporting craft activities or participating in visiting and reading programs
- **Youth Programs** – includes assistance with youth programs, March Break programs, Leaders in Training, socializing special needs youth, summer playground activities and camps
- **Religious Activities** – includes participating as a volunteer in programs for children, childminding, Sunday School assistance, clerical tasks and other events
- **Arts and Culture** – includes assisting at a gallery, performing arts production or in a community library program
- **Committee Work** – includes participating on advisory boards, neighbourhood associations and regional organizations
- **Office/Clerical Work** – includes activities in reception, computer work, and mailings for groups providing charitable or general community benefit
- **Fundraising** – includes walk-a-thons for community benefit, celebrity games, gift wrapping, gala events and sales for charitable purpose
- **School Community Service** – includes service within the school community that provides benefits to others and takes place outside the time allotted for the instructional program on a school day, such as peer mentoring, tutoring or helping

## Ineligible Activities

The Minister or Education has deemed that the following are “ineligible activities” for Community Involvement

Any activity that:

- would displace a paid worker;
- would pay the students;
- takes place during the instructional program of a school day;
- is required as part of a credit course, such as a cooperative education placement, “Take Our Kids To Work”, experience in grade 9, job shadowing or the work experience component of a course;
- involves playing on a school sports team;
- is part of regular family responsibilities;
- is part of a court ordered community service program, alternative measures program or any diversionary program that uses community service;
- involves the operation of a vehicle, power tools or use of scaffolding;
- involves the administration of any form of medication or medical procedure to other persons;
- involves the handling of substances classified as “designated substances” under the *Occupational Health and Safety Act*;
- requires the knowledge of a tradesperson (e.g. electrician);
- involves banking, securities or other valuables;
- involves a student under 16 in a logging or mining environment;
- involves a student under 15 in a factory environment, and
- involves a student under 14 in any working environment (unless accompanied by an adult).

In addition, the Ottawa-Carleton District School Board has deemed that door-to-door canvassing is not an eligible activity for community involvement, except under certain circumstances (i.e. the student is age 16 or older; parental or other responsible adult supervision is provided; and the fund-raising is in support of a recognized charity, excluding for school or religious purposes).

## Liability Insurance Coverage for the High School’s Community Involvement Program

Community sponsors should be advised that students who are performing volunteer work are protected by the school board’s liability insurance while they are performing their required forty (40) hours of community involvement. Community sponsors are also protected by the board’s liability insurance for claims that arise out of our student’s volunteer activities for their organizations.

Community sponsors should also be aware that, like job shadowing and other similar work experience programs, students do not have accident insurance or Workplace Safety Insurance coverage through the school board. The school board expects the community sponsors to ensure that student volunteers are provided with safety instructions, and are trained and supervised to ensure safe and mutually beneficial volunteer experience.