

Record of Community Involvement Hours

Student Name: _____

40 hours of community involvement is required for graduation. Community involvement activities may take place in a variety of settings, including not-for-profit organizations, public sector institutions (including hospitals), and informal settings. Most activities that support non-profit organizations (e.g. charitable organizations, community agencies, service clubs) will meet the eligibility requirements set out by the Ontario Ministry of Education. **Please refer to guidelines below and speak to your secondary school Guidance office for further information, including activity pre-approval.**

An activity that meets **any of the criteria** listed below is **NOT ELIGIBLE** to count for Community Involvement Hours:

Ineligible Community Involvement Activities:

- Activities that would normally be performed for wages by a person in the workplace
- Activities during instructional/ class time within the school day
- Required activities of a course where you earn a credit (i.e. co-operative education)
- Participating on school sports teams or extra-curricular clubs
- Experiential learning (e.g. "Take Our Kids to Work Day", job shadow, co-op)
- Regular family responsibilities (chores)
- Court ordered community service programs

Activities that do not meet any of the ineligibility criteria above **may be eligible** if they **meet one or more of the following criteria:**

Eligible Community Involvement Activities include an event/activity/program:

- Designed to be of benefit to the community; helping others in need
- Structured to promote tutoring, mentoring, coaching and the purpose is to assist others (with not-for-profit organizations, not replacing paid employment)
- Supporting work of a global nature, promoting environmental awareness
- Contributing to the health and well-being of any group, including school-based activities
- Affiliated with a club, arts or cultural association, or organization that seeks to make a positive contribution

Tips for Success

- Obtain pre-approval of the activity.
- Submit evidence of earned hours to the Guidance Office as you complete them.
- Completion of the 40 hours is recommended before entering Grade 11.
- Students may begin to accumulate hours beginning July 1 following Grade 8.

Looking for an opportunity?

Visit your secondary school guidance office or www.volunteerhalton.ca or www.sparkontario.ca

Notification of Planned Activity		Complete PRIOR to beginning Community Involvement activity
Name of Community Sponsor:	Estimated Hours:	
Location / Address:	Proposed Activity:	
Sponsor Contact phone # or email:	Parent / Guardian Signature (permission): (If student under 18)	
Principal (or designate) signature: (if necessary) ¹		

Completion of Community Involvement		Complete AFTER finishing Community Involvement activity
Completion Date:	Total Hours:	Sponsor Signature ² :
Student Signature:		Parent/Guardian Signature (If student under 18)
Date Entered:	School Official Initials Confirming hours have been recorded:	

¹ There is a list of pre-approved activities on www.hdsb.ca, secondary schools may also provide a list of pre-approved activities

² A signed letter on letterhead (or email during school closure due to COVID-19) confirming date, hours, location, and activity may be submitted in lieu of Sponsor Signature