Completion of Community Involvement Activities

Student:		Principal:
School: Courtice Secondary School		**Telephone:** 905-436-2074

Please submit this form to the school - please refer to back page for guidelines

Activity performed: Please give specific details. (ie. Name of group volunteering for)	Number of Hours	Date(s) student volunteered	Location and Telephone Number	Supervisor's Name and Signature	Parent's/Guardian's Name and Signature

Total Hours _____

_____   _____
Student's Signature   Date

Note: Personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of administering the Community Involvement Program. Questions about this collection should be directed to the Freedom of Information and Protection of Privacy Co-ordinator.

For office use only

☐ completion has been noted on the student's OST

_____   _____
Signature of school official   Date

The student must submit the form to the principal or school contact upon completion of the 40 hours or at appropriate intervals as determined by the school.

Students under eighteen years of age must plan and select their community involvement activities in consultation with their parents/guardians. All required documentation must be submitted to the principal or to the teacher designated by the principal or to the teacher designated by the principal. When participating in a community involvement activity, students should demonstrate a positive work ethic and a sense of responsibility. Community sponsors will expect the following:

♦ punctuality;
♦ appropriate dress;
♦ respect for others;
♦ confidentiality of workplace information;
♦ willingness to develop new skills and to follow directions; and
♦ careful use of workplace equipment.

How Do Students Get Started?

Step 1 - Exploring the Possibilities

Before selecting an activity, students should review the eligible categories of activities and the ineligible activities listed in the information guide. When choosing an activity, individuals should consider their interests as well as the needs of the community. There are many local organizations which will assist students in locating volunteer placements. Students may want to contact one or more of the following:

♦ service clubs;
♦ community agencies;
♦ libraries;
♦ community centres;
♦ local and regional government offices; or
♦ local volunteer centres.

Step 2 - Selecting an Activity

In consultation with their parents/guardians and the community sponsor, **students will select an activity from the School Board's list of eligible categories of activities.** If an activity does not fall within the Board's list of eligible categories, students must obtain written approval from the principal before beginning the activity. Activities deemed ineligible by the Ministry of Education will not be approved. Contact your school if you have questions regarding the appropriateness of the activity.

Step 3 - Recording and Documenting the Completed Activity

When an activity has been completed, the "Completion of Community Involvement Activities" form must be signed by the community sponsor. Prior to submission, the form must be signed by the student and a parent/guardian if the student is under eighteen years of age.