



KINGSTON COLLEGIATE & VOCATIONAL INSTITUTE

40 Hour Community Service Involvement Form

Completion of Community Service Involvement Activities

Please record your volunteer activities below, once an activity has been completed. When 40 volunteer hours have been completed, submit this form to Student Services. *Student Services is under no obligation to duplicate this Community Involvement Form for your records.*

STUDENT NAME: _____

Activity	# of Hours	Completion Date	Organization Name, Address & Phone #	Supervisor's Name & Signature
TOTAL				

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

Completion has been noted on student's OST:

Signature of School Official
Date

INELIGIBLE ACTIVITIES:

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

- ▶ is a requirement of a class in which the student is enrolled (e.g., co-operative 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 logging or mining environment, if the student is under sixteen years of age;
- ▶ takes place in a factory, if the student is under fifteen years of age;
- ▶ 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 other persons;
- ▶ involves handling of substances classes as "designated substances" under the Occupational Health and Safety Act;
- ▶ requires knowledge of a trades person whose trade is regulated by the provincial government;
- ▶ 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 recreational activities;
- ▶ involves a court-ordered program (e.g. community-service program for young offenders, probationary program).

The Limestone District School Board has determined that the following are also **ineligible activities**, in addition to those that the Ministry of Education and the Limestone District School Board.

In the event that a student would like to participate in an activity or event that is not clearly within the Board's list of examples, and does not conform to the guiding principles as set out, the student will submit a letter detailing the proposed activity or nature of the participation and event to the student's Principal. The Principal will forward the request to the Board and the student will be duly notified whether the proposed activity/event is suitable, or not. The activity or event should not be commenced until permission has been granted. If completed without permission and permission is subsequently denied, the activity or event will not be counted toward the student's community involvement requirement.

Please note that a Principal is not obligated to approve a project at the local level.

COMMUNITY INVOLVEMENT ACTIVITY RECORD A SECONDARY SCHOOL GRADUATION REQUIREMENT

Every student who begins secondary school during or after the 1999-2000 school year must complete a minimum of 40 hours of community involvement activities as a graduation requirement. The work to fulfill the requirement can begin at any time after a student enters grade 9. A single 40 hour activity, or a series of shorter term activities totaling 40 hours may be completed. The student must submit an updated record of his/her completed activities.

The purpose of the requirement is:

- ▶ to foster an understanding of civic responsibility;
 - ▶ to develop a student's sense of worth as they play a role in their community; and
 - ▶ to help young people develop their skills.
1. Students under the age of 18 should plan an activity in consultation with their parent(s)/guardian(s). The activity should be one that involves service to others. The activity must all within the guiding principles the Board has established, and should be identified on the Board list of examples.
 2. Students should confirm the details of the activity with the community organizer who will be responsible for the activity.
 3. If the activity does not fall within the Board's list of examples, the Principal's approval is required.
 4. Students are to complete their planned activity and must have the Completion of Community Involvement signed by the community organizer.
 5. These steps should be repeated until the 40 hour requirement has been fulfilled. Submit the form to Student Services when 40 hours are completed.

ELIGIBLE ACTIVITIES:

- An event/activity designed to be of benefit to the community;
- An event/activity to support a not-for-profit agency, institution or foundation that conforms to ethical standards of the Board and the Ministry of Education;
- Any structured program that promotes tutoring, mentoring, visiting or coaching, or whose purpose is to assist others who require the benefit of that assistance;
- Participation in an event/activity that supports ethical work of a global nature;
- Participation in an event/activity that promotes positive environmental awareness;
- Participation in an event/activity that contributes to the health and well-being of any ethical group that conforms to community standards of morality and conduct, including school-based activities;
- Participation in an event/activity affiliated with a club, religious organization, arts or cultural association, or political organization that seeks to make a positive and ethical contribution in the community.

For more details, please refer to the Limestone District School Board website:

www.limestone.on.ca

Personal information contained on this form is collected pursuant to the current Education Act of the Province of Ontario and the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purposes of the education of students. Questions about the collection of this personal information should be directed to the Freedom of Information Co-ordinator, Limestone District School Board, 220 Portsmouth Ave., Kingston, ON, K7L 4X4 or (613) 544-6920, ext. 229.

