

Student Name: _____

Record of Community Involvement Hours

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

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:	

¹There is a list of pre-approved activities on www.hdsb.ca, secondary schools may also provide a list of pre-approved activities
²A 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