Halton District School Board

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 to avoid disappointment.**

An Important Note for HDSB Students and Caregivers:

Please note that the HDSB only approves types of community involvement activities and does not conduct background checks or site audits on external community organizations or their personnel. External organizations hosting student volunteers are independent entities, and the hosting organization, not the Halton District School Board, is responsible for supervising the student and ensuring workplace safety. Parents/guardians and students are responsible for selecting volunteer opportunities and ensuring the safety and suitability of the placement location.

An activity that meets any of the criteria listed below is NOT ELIGIBLE 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)

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 outside of class time
- Affiliated with a club, arts or cultural association, or organization that seeks to make a positive contribution

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)	

COMPLETION OF COMMUNITY INVOLVEMENT: Complete **AFTER** finishing Community Involvement activity		
Completion Date:	Total Hours:	Sponsor Signature/Official Letter Attached:
Student Signature:		Parent/Guardian Signature: (If student under 18)
Date Entered:	School Official Initials Confirming hours have been recorded:	