

STUDENT COMMUNITY SERVICE

GENERAL INFORMATION AND GUIDELINES

A SECONDARY SCHOOL GRADUATION REQUIREMENT:

Every student who begins secondary school must complete a minimum of 40 hours of community service as part of the requirements for an Ontario Secondary School Diploma (OSSD).

PURPOSE:

We strongly believe that community involvement encourages St. Michael's men to appreciate the *goodness* inherent in Christ's call to discipleship for all. We hope to inspire them to have the *discipline* to make this a priority, and we pray that they are granted the *knowledge* that as Christ is the vine and we are the branches, we are one body, created to live in community.

GUIDELINES:

- Community service involvement must total a minimum of 40 hours and must be completed in order to be eligible for the OSSD.
- A student can begin to fulfill this requirement immediately after Grade 8 graduation.
- **Students are expected to complete a minimum of 20 hours of service by April 30th of their Grade 9 year.**
- The activities must not be part of a credit course.
- Community service involvement must be completed outside of scheduled class time.
- The activities must be unpaid.
- "Volunteer" is not necessarily "community service."
- Volunteer work conducted in a commercial setting does not qualify as community service.
- Students cannot volunteer at a place of business by working for "free".
- A single forty-hour activity or a series of shorter-term activities may be undertaken.
- **Students are expected to complete their 40 hours of community service involvement by April 30th of their Grade 10 year.**
- Students must submit updated records of their completed activities by the date requested.
- Students are expected to submit *original documentation* and keep a copy for their records.

STEP BY STEP INSTRUCTIONS:

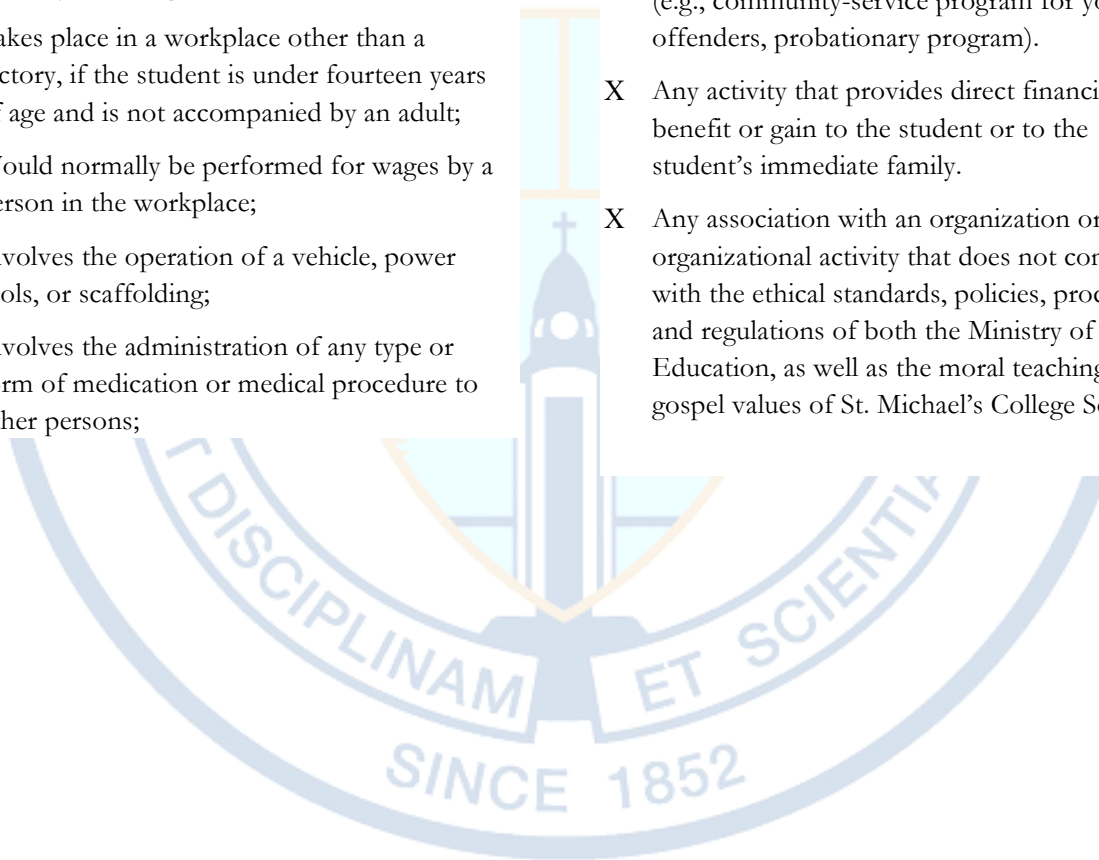
1. Students are to review the Eligible Activities Checklist and indicate the category in which the chosen activity belongs.
2. Obtain parent/guardian signature of approval on Community Service Tracking Sheet for your chosen service activity.
3. Upon completion of the activity, have the supervisor of your activity complete the tracking sheet where appropriate. All required information is to be provided, including all necessary signatures.
4. Students must submit their completed Community Service Tracking Sheet to the main office for data entry as they are completed, abiding by any deadlines established.

ELIGIBLE ACTIVITIES LIST

1. Review the ELIGIBLE ACTIVITIES LIST below.
 2. If your activity is NOT listed below, STOP. Check whether it is on the INELIGIBLE ACTIVITIES LIST. These activities are NOT acceptable.
 3. It is the responsibility of parents and students to ensure the activity is on the ELIGIBLE ACTIVITIES LIST. All students under the age of 18 require a parent/guardian signature indicating their knowledge and approval of the chosen activity.
- ✓ Fund-raising – includes canvassing and assisting with the organization of events for the benefit of the community, e.g., walkathons, celebrity games, gala events, bazaars, etc.
 - ✓ Sports/recreation – includes coaching and helping to organize tournaments, sporting events, track meets and summer games or volunteering as a leisure buddy or pool assistant
 - ✓ Community Events – includes helping to organize winter carnivals, parades, and summer fairs
 - ✓ Community Projects – includes participating in organized food drives; or support services for community groups
 - ✓ Environmental Projects – includes participating in community clean-up, flower/tree planting, recycling, and general beautification projects and activities
 - ✓ Volunteer Work with Seniors – includes assisting in a seniors' residence, e.g. – serving snacks, helping with activities, portering, or participating in visiting and reading programs
 - ✓ Committee Work – includes participation on advisory boards, neighbourhood associations, and regional associations
 - ✓ Religious Activities – includes participation as a volunteer in catechists classes, children's liturgy programs, and special events
 - ✓ Youth Programs – includes volunteer assistance in the operation of youth programs such as Scouts, Guides, recreation centre activities, breakfast programs, March Break programs, Leaders-in-Training, summer playground activities, and camps
 - ✓ Office/Clerical Work – includes volunteer activity in reception, computer work, and mailing for individuals or groups providing charitable or general community benefit
 - ✓ Work with Animals – includes volunteer involvement with animal care or volunteer assistance at a local zoo or petting farm
 - ✓ Arts and Culture – includes volunteer assistance at a gallery, performing arts production or program, or in a community library program
 - ✓ Activities for Individuals – includes any volunteer activity that assists someone who requires the assistance with shopping, tutoring, light snow removal (no use of snowblower), housekeeping, writing letters or transcribing, or involves hospital visitation, voluntary involvement with chronic care, or service as a volunteer reading buddy
 - ✓ School Community Service – may include service within the school community that provides benefit to others that takes place outside the regular school day.

INELIGIBLE ACTIVITIES LIST

- X Is a requirement of a class or course in which the student is enrolled (e.g., cooperative education portion of a course, job shadowing, work experience);
- X 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" periods is permissible;
- X Takes place in a logging or mining environment, if the student is under sixteen years of age;
- X Takes place in a factory, if the student is under fifteen years of age;
- X 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;
- X Would normally be performed for wages by a person in the workplace;
- X Involves the operation of a vehicle, power tools, or scaffolding;
- X Involves the administration of any type or form of medication or medical procedure to other persons;
- X Involves handling of substances classed as "designated substances" under the Occupational Health and Safety Act;
- X Requires the knowledge of a tradesperson whose trade is regulated by the provincial government;
- X Involves banking or the handling of securities, or the handling of jewellery, works of art, antiques, or other valuables;
- X Consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities;
- X Involves activities for a court-ordered program (e.g., community-service program for young offenders, probationary program).
- X Any activity that provides direct financial benefit or gain to the student or to the student's immediate family.
- X Any association with an organization or an organizational activity that does not comply with the ethical standards, policies, procedures and regulations of both the Ministry of Education, as well as the moral teachings and gospel values of St. Michael's College School.



COMMUNITY SERVICE HOURS TRACKING SHEET

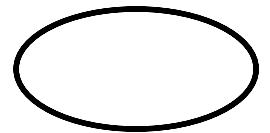
Student Name: _____ **Grade:** _____ **OEN #:** _____ - _____ - _____

(print clearly)

Place of Service/Organization Name:	Date(s) of Service:
Activity:	Parent/Guardian Signature of Approval:
Supervisor's Name:	Supervisor's Number:
Supervisor's Signature:	Total Hours for This Activity:

Place of Service/Organization Name:	Date(s) of Service:
Activity:	Parent/Guardian Signature of Approval:
Supervisor's Name:	Supervisor's Number:
Supervisor's Signature:	Total Hours for This Activity:

TOTAL NUMBER OF HOURS FOR THIS SUBMISSION: _____ →



Student Signature: X _____

Date _____

Parent/Guardian Signature: X _____

Date _____

For Office Use Only

X _____

Date _____

Community Service Coordinator Signature: Dr. R. Fantilli

To record service hours accrued at more than 2 organizations please use this page **in addition to the cover page**. Hours recorded here should also be included in “total hours for this submission” on the cover page.

Place of Service/Organization Name:	Date(s) of Service:
Activity:	Parent/Guardian Signature of Approval:
Supervisor's Name:	Supervisor's Number:
Supervisor's Signature:	Total Hours for This Activity:

Place of Service/Organization Name:	Date(s) of Service:
Activity:	Parent/Guardian Signature of Approval:
Supervisor's Name:	Supervisor's Number:
Supervisor's Signature:	Total Hours for This Activity:

Place of Service/Organization Name:	Date(s) of Service:
Activity:	Parent/Guardian Signature of Approval:
Supervisor's Name:	Supervisor's Number:
Supervisor's Signature:	Total Hours for This Activity:

BEFORE SUBMITTING YOUR TRACKING SHEET BE SURE TO CHECK THE FOLLOWING:

- ALL SERVICE INFORMATION HAS BEEN RECORDED**
- SUPERVISOR, STUDENT AND PARENT/GUARDIAN SIGNATURES HAVE BEEN OBTAINED**
- TOTAL NUMBER OF HOURS HAVE BEEN RECORDED**
- KEEP A COPY OF YOUR SHEET FOR YOUR RECORDS**
- SUBMIT THE SHEET TO THE MAIN OFFICE TO BE PLACED IN THE COMMUNITY SERVICE MAILBOX ON OR BEFORE THE SUBMISSION DEADLINE: APRIL 30TH**

PLEASE NOTE:

ANY INCOMPLETE FORMS WILL BE RETURNED TO STUDENTS AND WILL NOT BE RECORDED OR APPROVED