



# Community Involvement Form

(To be used for all activities related to the completion of the 40 hours of community involvement)

Student Name:	School and School Phone Number: SFDCI – 613-283-0288	
Planned Activity		
Supervisor:	Phone Number:	
Location:		
Description of Planned Activity:		
# of hours:	Date of Completion:	Supervisor Signature:
Is the activity on the Upper Canada District School Board's list of approved activities? <input type="checkbox"/> YES <input type="checkbox"/> NO <u>If you checked NO, you must obtain the Principal's signature (below) before starting the activity.</u> Principal's signature :		
Student Signature:	Date:	
Parent Signature:	Date:	

## Insurance

The Board's liability insurance will protect the students and community sponsors for liability law suits for damages or injuries to a third party that may arise from the student's volunteer activities during the required 40 hour period. Please Note:

- Board liability insurance does not cover the Community Sponsor for lawsuits that arise from their negligence or for student injuries in the workplace. Sponsors are responsible for ensuring that their own liability insurance is in place.
- Students and parents are encouraged to purchase Student Accident Insurance, available in the schools each September.
- Boards expect Community Sponsors will provide students with safety instructions, safety equipment (if necessary), training and supervision of students.

## Community Involvement Ineligible Activities

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

- 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)
  - Takes place during time allotted for the instructional program on a school day. However, an activity that takes place during the student's lunch break 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
  - Involves handling of "designated substances" under the Occupational Health and Safety Act
  - Requires the knowledge of a tradesperson whose trade is regulated by the provincial government (e.g., electrician)
  - Involves banking or the handling of securities, jewelry, works of art, antiques, or other valuables
  - Consists of duties normally performed in the home (e.g., daily chores) or personal recreational activities
  - Involves a court-ordered program (e.g., community-service program for young offenders, probationary program)
- In addition to those identified by the Ministry, the Upper Canada District School Board has determined that the following are also ineligible activities and may not be chosen as community involvement activities:
- any activity that provides direct financial benefit or gain to the student or to the student's immediate family;
  - any association with an organization or activity that does not comply with the policies, procedures and regulations of both the Upper Canada District School Board and the Ministry of Education;
  - any activity that involves swapping of regular chores by two students;
  - any activity that endangers the physical or mental well-being of students or those in their charge.

## Community Involvement Eligible Activities

- 1) Community Events – includes organizing community celebrations (e.g., carnivals, parades, fairs, etc.).
- 2) Community Projects – includes participating in food drives or support services for community groups.
- 3) Environmental Projects – includes participating in community clean-up, flower and tree planting, recycling and general beautification projects.
- 4) Committee Work – includes participation on advisory boards, neighbourhood associations and regional associations.
- 5) Work with Animals – includes animal care, feeding, grooming.
- 6) Fundraising for community organizations; service clubs and charities – includes canvassing, walk-a-thons and sales for charitable purposes.
- 7) Sports and Recreation – includes coaching, organizing events or volunteering.
- 8) Volunteer Work in Institutions – includes assisting in hospitals, nursing homes and daycares (e.g., serving snacks, visiting, writing letters and reading).
- 9) Youth Programs – includes volunteer assistance with the operation of youth programs and organizations including drop-in centres, breakfast programs, playground activities and camps.
- 10) Religious Activities – includes participation as a volunteer in programs for children (e.g., Sunday School) and other church activities including special events and clerical tasks.
- 11) Office and Clerical Work – includes volunteer activity in the service of individuals or groups providing charitable or community benefit.
- 12) Arts and Culture – includes volunteer assistance at a gallery, museum, performing arts production or program, or in a community library program. This must not involve the handling of works of art, antiques or other valuables.
- 13) Activities with Individuals – includes volunteer activity for any person requiring assistance. This must not involve the use of power tools.
- 14) School Community Service – may include service that provides benefit to others and takes place outside the regular school day. These activities must be approved by the principal in advance.

No activity should be started until permission has been granted.