

## *Community Service Hours*

Completing 40 hours of community service is a graduation requirement, mandated by the Ministry of Education. **Students will not receive a high school diploma, nor will they be able to proceed to college or university, until this requirement is met.**

Approved activities are those performed to support a **not-for profit organization**, such as a parish church, charitable foundation, food bank, community sports team, arts or cultural association, children's day camp, or seniors' residence. The activity must be designed to be of benefit to the community and for an agency that seeks to make a positive and ethical contribution to society.

Working for free for a for-profit organization, for a business or for an individual is **not** community service. Examples of ineligible activities include walking your neighbour's dog, babysitting young children at home or for your neighbour, working for your family's, neighbour's or friend's business, mowing your neighbour's lawn or shoveling their snow, activities related to hobbies, or performing duties in the home. Also ineligible are activities that provide direct financial benefit or gain to the student or to the student's family.

More information about eligible and ineligible activities, including a list of approved community service opportunities, is available in the guidance office.

Students should consult with their guidance counsellors if there is any uncertainty about the validity of a proposed activity. The principal or designate has the right to refuse hours that do not fall within the guidelines.

Students must provide documented evidence of this community service in the form of a letter on the agency's or organization's stationery, with a letterhead that includes the agency's name, address and phone number. This letter should include the following information:

- Student's name
- Description of Activity
- Number of Hours
- Dates of Activity and Completion
- Supervisor's name and contact information
- Supervisor's Signature

# Student Community Involvement Form

**Students must complete 40 hours of recorded community service as a graduation requirement**

To avoid disappointment, please consult with your guidance counsellor to determine whether or not your proposed activity is eligible.

See the reverse for eligible/ineligible activities

**A letter on the organization's official stationery with letterhead, stamp or seal must be attached to this form**

Student Name: \_\_\_\_\_

Grade \_\_\_\_\_

Student Number: \_\_\_\_\_

Record of Completion of Community Involvement Activity	
Activity and Brief Description of Duties	
Numbers of Hours	
Date of Completion	
Organization Name  <b><u>* A letter on the organization's official stationery with letterhead, stamp or seal must be attached to this form.</u></b>	
Telephone Number	-----
Supervisor Name <i>Please Print</i>	-----
Supervisor Signature & Date	-----
Student Signature  Parent/Guardian Signature & Date  Guidance Counsellor Approval & Date	-----  -----  -----

**\*\*This form will not be processed without the organizaion's official letter attached.\*\***