

Dufferin-Peel Catholic District School Board

CHRISTIAN COMMUNITY INVOLVEMENT



**PASSPORT COMPANION
PARENT RESOURCE MANUAL**

September 2010

(Developed in consultation with Catholic religion educators and focus groups containing parents, students, teachers, administrators and support staff.)



40 Matheson Boulevard West, Mississauga, ON, L5R 1C5 (905) 890-1221

September, 2010

We Are Made for Service

Dear Colleagues in Catholic Education:

There is a song found in the Glory and Praise song book entitled “Service”. The opening line of the song is:

“We are made for service, to care for each other....”

This is the very essence of who we are as Catholic Christians.

When we make efforts to structure a program of 40 hours of service for students, it is something which we believe should be an integral part of everyone’s life within the educational community. No matter what our role, each of us has a part to play.

Abraham Maslow states that, the best way to ensure growth in children is through offering them challenges and models. When it comes to teaching our students the value of service within the community, the most successful lesson is found in the service they see practiced by us, their teachers, their parents and other significant adults.

We in Catholic education, have made community services by students an essential element of our secondary education. With the mandate developed by the Ministry of Education, we should be proud of the modelling we have provided.

Our goal in advocating community service is to see it become an integral part of our students’ lives during their high school years and especially beyond.

Let us be worthy models of service for our students, so that in seeing our good works, they will say “my how these Christians love one another”.

Regards,

Marianne Mazzarotto
Superintendent of Program



Dufferin-Peel Catholic District School Board

CHRISTIAN COMMUNITY INVOLVEMENT RESOURCE MANUAL

As stated in *Ontario Secondary Schools, Grade 9 to 12: Program and Diploma Requirements, 1999 (OSS)*, every student must complete a minimum of 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma (OSSD). The purpose of the community involvement requirement is to encourage students to develop an awareness and understanding of civic responsibility, of the role they can play, and the contributions they can make in supporting and strengthening their communities.

The Dufferin-Peel Catholic District School Board welcomes the opportunity to acknowledge the contributions our students make in their communities.

This manual acts as a resource supplement to the '*Christian Community Passport to the World of Service*' that will be provided to every secondary school student.

The Dufferin-Peel Catholic District School Board wishes to thank the York Region Catholic District School Board for their assistance and co-operation in the development of the resource information.

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GENERAL INFORMATION

GRADUATION REQUIREMENT



Every student must complete a minimum of forty (40) hours of community involvement activities as a

graduation requirement.

Though the forty hours of recognized service can be accomplished in one year, the Dufferin-Peel Catholic District School Board hopes that students will opt for involvement in more than one activity over two or more years. It is further hoped that students will become interested in service to others, and exceed the minimum requirement.

PURPOSE

The purpose of the requirement is to foster an understanding of civic responsibility; to develop a student's sense of worth as they play a role in their community; and to help young people develop their skills.

TIMING

The work to fulfill this requirement can begin at any time after a student enters Grade 9. A single forty-hour activity, or a series of shorter term activities totaling forty hours must be completed. The student must submit, to the school the 'Passport' record of his/her completed activities, twice each year as requested.

GETTING STARTED

STEP #1

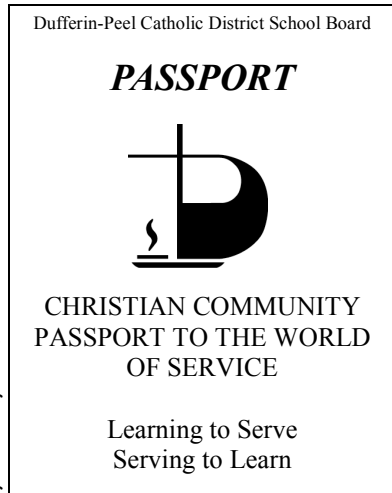
Students under the age of eighteen should plan an activity in consultation with their parent(s)/guardian(s). The activity should be one that involves service to others. The activity must fall within the guiding principles the Dufferin-Peel Catholic District School Board has established, and should be identified on the Board's list of examples. Students 18 years of age and older do not need to consult with her/his parent(s)/guardian(s).

STEP #2

Students must confirm the details of the activity with the organizer who will be responsible for the activity.

STEP #3

Students must complete the top half of the appropriate page within their '*Christian Community Passport to the World of Service*', then have a parent/guardian sign (if under 18 years). A Principal's signature is required if the activity is not on the Board's list of examples, or if the activity is one of School Community Service. Parent(s)/guardian(s) are responsible for ensuring that their selected placement is both safe and appropriate for their son/daughter.



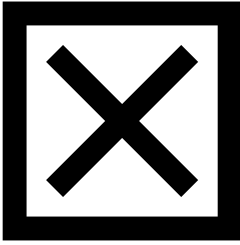
STEP #4

Students are to complete their planned activity and should have the bottom half of the appropriate page signed by the community organizer. The students must submit their '*Christian Community Passport to the World of Service*' hours to their school for data entry and official stamping, twice a year as requested.

STEP #5

These steps should be repeated until the forty-hour requirement has been fulfilled. The Dufferin-Peel Catholic District School Board encourages students to exceed their minimum requirement, and to record their involvement in their '*Christian Community Passport to the World of Service*'.

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INELIGIBLE ACTIVITIES

The Ministry of Education and Training has developed a list of activities that may ***NOT*** be chosen as community involvement activities and that are, therefore, ***INELIGIBLE ACTIVITIES***. An ineligible activity is an activity that:

- is a requirement of a class or course in which the student is enrolled (e.g. co-operative education portion of a course, job shadowing, work experience);
- 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' period is permissible;
- takes place in a factory, if the student is under fifteen years of age;
- takes place in a logging or mining environment if the student is under sixteen 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 procedures to other persons;
- involves handling of substances classed as 'designated substances' under the Occupational Health and Safety Act;
- requires the knowledge of a tradesperson whose trade is regulated by the provincial government.
- involves banking or the handling of securities, or the handling of jewelry, works of art, antiques, or other valuables;
- consists of duties normally performed in the home (i.e. daily chores) or personal recreational activities;

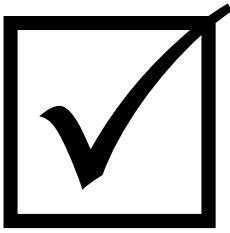
The Dufferin-Peel Catholic District School Board has determined that the following are also ***INELIGIBLE ACTIVITIES***, in addition to those that the Ministry has listed as ineligible:

- 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 an organization activity, that does not comply with the ethical and religious standards, policies and procedures of the Dufferin-Peel Catholic District School Board.

INSURANCE PROTECTION

- **Students and parents are encouraged to purchase Student Accident Insurance which is available through the schools.**
- **The Dufferin-Peel Catholic District School Board expects that all community sponsors will provide students with appropriate instructions, put in place safety precautions, and train and supervise student volunteers.**

Students who are performing volunteer work for organizations within their required forty hours of community involvement service, are protected by the School Board's liability insurance. Community sponsors are also protected by the same liability insurance for claims that arise from our students' volunteer activities. However, it is expected that all community sponsors will be adequately covered by accident and Workplace Safety Insurance.



ELIGIBLE ACTIVITIES

The following guiding principles, read in conjunction with the list of ineligible activities, are intended to assist the student and parent(s)/guardian(s) to determine whether a planned activity is within an approved area for the completion of the Community Involvement requirement:

- An event or activity performed with the community as an expression of faith;
- An event or activity designed to be of benefit to the community;
- An event or activity to support a not-for-profit agency, institution or foundation that conforms to the ethical and religious standards of the Dufferin-Peel Catholic District School Board and the Ministry of Education;
- Any structured program that promotes tutoring, mentoring, visiting or coaching, or whose purpose is to assist others who require the benefit of that assistance;
- Participation in an event or activity that promotes positive environmental awareness;
- Participation in an event or activity that contributes to the health and well-being of any ethical group that conforms to community standards or morality and conduct, including school-based activities;
- Participation in an event or activity affiliated with a club, religious organization, arts or cultural association, or political organization that seeks to make a positive and ethical contribution in the community.

When an event or activity does not clearly fall within the guidelines, the Principal or the student's school has the discretion to approve or reject any activity or event that does not conform to the guiding principles and ethical standards for approved areas of involvement for students. Areas of involvement may include:

- **Fundraising**-includes canvassing, walk-a-thons, celebrity games, gift wrapping, gala events and sales for charitable purposes;
- **Sports/Recreation**-includes coaching, helping to organize special meets and games, and 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-ups, flower/tree planting, recycling and general beautification projects and activities;
- **Volunteer Work with Seniors**-includes assisting at seniors' residences (e.g. serving snacks, helping with activities or 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 programs for children, child minding, Sunday School assistance, special events and clerical tasks;
- **Youth Programs**-includes volunteer assistance with the operation of youth programs such as 4H, Scouts, Guides, drop-in centres, breakfast programs, March Break programs, Leaders in Training, summer playground activities and camps;
- **Office/Clerical Work**-includes volunteer activity in reception, computer work and mailings for individuals or groups providing charitable or general community benefit;
- **Work with Animals**-includes volunteer involvement with animal care, horseback riding programs, 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 assistance for 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. These activities must be approved by the school Principal in advance of the commencement of the activity.

Community Opportunities - 2010

ORGANIZATION	LOCATION	CONTACT	DESCRIPTION
Volunteer MBC	Mississauga Brampton Caledon	Sharon Clarke-Koufis 905-238-2622	Volunteer MBC offers a referral service for volunteer placement within the community for all ages. www.volunteermbc.org
Beachwood Court Nursing Home	Mississauga	905-238-0800 Ext. 2504 Anne Terselic	Visit and spend time with elderly residents. Take residents for walks, read to them, one-on-one companionship; www.lrc.ca
Boys and Girls Club of Peel	various locations	905-451-3203 905-712-1789	Lead children, aged 6-12 in social activities.
Brain Injury Association of Peel and Halton	Mississauga	905-823-2221	Call Monday and Friday 10:00 am - 5:00 pm to set up an appointment for volunteering; www.biaph.com
Brampton Neighbourhood Resource Ctr	Brampton	905-452-1262	Work with children in a variety of family outreach programs; assist with the LINC (learning English) program; www.bnrc.org
Canadian Cancer Society	Mississauga	905-608-8411 Ext. 222	Help cancer patients and fund valuable research by canvassing your neighbourhood, selling daffodils or helping at special events.
Canadian Cystic Fibrosis Foundation - Peel Chapter	Brampton	905-450-1882 admin@ccffpeel.org	Participate in running a wide variety of local and nationwide fundraising campaigns for the foundation; help with administrative work.
Canadian Diabetes Association Peel Region Branch	Mississauga	416-363-0177	Various events (contact Volunteer Development Coordinator); www.diabetes.ca
Canadian National Institute for the Blind	various locations	905-275-5332	Special events, age restrictions.
Canadian Safe School Network	Toronto	416-977-1050	Special events.
Catholic Cross Cultural Services	Brampton Mississauga	905-457-7740 905-273-4140	Support various services offered to new immigrants by assisting with administrative duties.
Cawthra Baseball Association	Etobicoke/ Mississauga		www.cawthrabaseball.com
Canadian Liver Foundation	Peel Region	416-491-4952	www.liver.ca
Chelsey Park Nursing Home	Mississauga Streetsville	905-270-0411 905-826-3045	Visit and spend time with cognitively impaired elderly residents. Must be 16 years old, TB test required, police check, flu shot; www.diversicare.ca

ORGANIZATION	LOCATION	CONTACT	DESCRIPTION
Childhope Foundation Canada	Brampton / Toronto	905-456-9800 (Call between 12-3pm)	Help youth and families who are in distress and homeless; www.childhope.com
Children's Aid Society of Peel	Brampton / Mississauga	905-363-6131	Must be 18 years or older.
City of Mississauga Recreation and Parks	Mississauga	905-896-5326	Volunteers assist leaders in providing activities for children's programs and camps (arts, crafts, sports, games, swimming and skating). Successful applicants are required to obtain a Criminal Record Search, Vulnerable Sector Screening. Volunteer Applications available at: http://www.mississauga.ca/portal/services/formsonline , under Recreation and Parks-Volunteer Application.
Community Living Mississauga	Mississauga	905-542-2694	Provide support to those with an intellectual disability by taking part in a committee or participating 1 on 1 with a client doing leisure activities. March Break opportunities or assisting in a summer day camp.
Credit Valley Conservation	Mississauga	905-670-1615	Better the environment of the Credit River and surrounding area through a wide variety of clean-up, restoration and monitoring projects, and much more; www.creditvalley.ca
Credit Valley Hospital	Mississauga	905-813-2200	Work in gift shops, clinics and nursing units; www.cvh.on.ca
Credit Valley Hospital Foundation	Mississauga	905-813-2200	Help with the Foundation's administrative work and fundraising for the Hospital; www.cvh.on.ca
Daily Bread Food Bank	Toronto	416-203-0050	Help sort food to provide food to the less fortunate. Wednesday's only.
Dixie Bloor LINC & Family Programs / Neighbourhood Centre	Mississauga	905-629-1873	Variety of duties; www.dixiebloor.ca
Dufferin Oak Retirement Home	Shelburne	519-925-2140	Visit and spend time with elderly residents.

ORGANIZATION	LOCATION	TELEPHONE	DESCRIPTION
ECO Source Mississauga	Mississauga	905-274-6222	Participate in a variety of community and youth outreach programs to raise awareness about environmental issues. Community stewardship and tree planting opportunities are also available; www.ecosource.ca or www.peyalliance.com
Elder Help - Peel	Brampton	905-457-6055	Help to organize and run various educational workshops for seniors and interact with senior citizens; (summer only - must be over 16 years) .
Erinoak	Mississauga	905-820-7111 905-491-4448	Support children and youth with special needs participate in a variety of activities and programs; www.erinoak.org
Erin Mills Lodge Nursing Home	Mississauga	905-823-6700	Visit and spend time with elderly residents.
Erin Mills Soccer Club	Mississauga	905-820-9740	Help the soccer league by choosing from a variety of positions. The club requires coaches, assistant coaches, team managers, team trainers, committee members, convenors, directors and many other volunteers; www.erinmillssoccer.com
Family Services of Peel	Brampton / Mississauga	905-453-5775	Participate in the Family and Schools Together program; plan activities for children; prepare meals; also, assist with administrative work.
Foodpath Food Bank	Mississauga	905-270-5589	
Forest Glen Baseball Association			www.forestglenbaseball.com
Girl Guides of Canada	various loca- tions	905-279-2984	Lead and organize children and youth (girls) in the Guides Program and related activities; www.girlguides.ca or www.guidesontario.org
Gymnastics Mississauga	Mississauga	905-270-6161 masha@gymmississauga.org	Assist in coaching and running gymnastics programs for all ages and skill levels including special needs programs; www.gymmississauga.org
Habitat for Humanity	Brampton	905-455-0883 X223	Volunteer at the Re-Store, a variety of positions to choose from ranging from customer service to product assembly. Must be 16 years of age ; www.habitatbrampton.com
Headwaters Hospital	Orangeville	519-941-2410	Work in gift shops, clinics; www.headwatershealth.ca

ORGANIZATION	LOCATION	TELEPHONE	DESCRIPTION
Heart and Stroke Foundation of Ontario - Mississauga Chapter	Mississauga	905-451-0021	Help the foundation by carrying out office work and special events; www.heartandstroke.ca
Heritage Mississauga	Mississauga	905-828-8411	Help to research and promote the history and heritage of Mississauga by transcribing oral interviews, helping with special events and administrative duties.
Heritage Orangeville	Orangeville	519-941-0440	
Hospice of Peel	Brampton / Mississauga	905-712-8119	Visit and spend time with terminally ill patients and assist with their families. Must be 16 years or older.
India Rainbow Community Services of Peel	Brampton / Mississauga	905-507-6099 905-275-2369	www.indiarainbow.org
Inter-Cultural Neighbourhood Social Services (Host Program)	Mississauga		Help immigrants learn about Canadian culture, English and basics like getting to know the area, using public transportation and accessing community resources.
Kidney Foundation of Canada - Central Ontario Branch	Peel Region / Toronto	416-445-0373	Support the foundation through canvassing (one visit to the Toronto office is required, then canvassing is done in Mississauga or Brampton).
King Nursing Home	Bolton	905-857-4117	Visit and spend time with elderly residents. Police Check and TB Test required.
Knight's Table	Mississauga	905-454-8725	Help prepare and serve meals for the poor.
Learning Disabilities Association of Mississauga	Brampton / Mississauga	905-272-4100	Tutor those with learning disabilities or Attention Deficit Disorder; Summer Camp; www.ldapeel.com
Lord Dufferin Retirement Home	Orangeville	519-925-2140 519-941-8433	Visit and spend time with elderly residents.
Lung Association / Peel Region	Mississauga	905-696-0077	Help plan and organize events for the association.
Meadowcraft Place Nursing Home	Mississauga	905-279-8554	Visit and spend time with elderly residents.
Milton District Hospital	Milton	905-878-2383	Various locations.

ORGANIZATION	LOCATION	TELEPHONE	DESCRIPTION
Mississauga Arts Council	Mississauga	905-615-4278	The MAC is an organization which promotes and fosters the development of all disciplines of art in the city of Mississauga. Assist with administrative work and a variety of events at different times in the year.
Safe City Mississauga	Mississauga	905-615-6272	Assist 5 different crime prevention programs through computer work, contact work with the community, and administrative duties.
Mississauga Girls Baseball League	Mississauga		Help out with baseball for girls age 9-15; www.cogbl.com/mississauga
Mississauga Girls Hockey League	Mississauga		Assist in coaching and running hockey teams for girls age 5-20; www.mghl.on.ca
Mississauga International Children's Festival	Mississauga	905-272-3780	
Mississauga Lifecare Centre	Mississauga	905-270-0170	The centre is a long-term nursing home for senior citizens. Spend time with the residents one-on-one and help run activities and special events for them.
Mississauga Long Term Care Facility	Mississauga		Visit and spend time with elderly residents.
Mississauga Minor Basketball Association	Mississauga	905-607-9803	Assist in coaching and running basketball teams for players age 10-17; www.mmba.on.ca
Mississauga North Baseball Association	Mississauga		Assist with T-Ball, baseball and softball for children / youth age 5-21.
Mississauga South West Baseball Association	Mississauga	905-607-5875	Assist with boys and girls baseball. www.msbabaseball.ca
Mississauga Track and Field Club	Mississauga		Assist in coaching athletes of high school age and older of all skill levels in road running, cross-country running, and track and field; www.marc.christie@rogers.com
Mississauga Youth Orchestra	Mississauga		www.myomusic.ca

ORGANIZATION	LOCATION	TELEPHONE	DESCRIPTION
Mississauga Youth Theatre	Mississauga	905-949-6499	
Mothers Against Drunk Driving Canada (MADD)	Mississauga		Help campaign against drunk driving by helping with administrative duties such as mailing campaigns; www.madd.ca
Multiple Sclerosis Society of Canada - Brampton and Area Chapter, Mississauga and Area Chapter	Brampton Mississauga	905-458-0267 905-278-6186	www.mssociety.ca
Museums of Mississauga	Mississauga	905-615-4860	Special events, kid's crafts.
Ontario SPCA / Peel Region	Mississauga / Orangeville	519-942-3140 416-249-6100	Work with animals and help with a variety of programs to promote the welfare of animals. Must be 16 years or older. www.etobicokehumanesociety.com
Orchestras Mississauga	Mississauga	905-615-4405	Assist with a variety of fundraisers and concerts throughout the year to benefit Orchestras Mississauga.
Peel Family Education Centre	Brampton		Assist this center which runs various parent education programs by sitting on the volunteer board of directors or other committees; help with various fundraisers, special events and mailings.
Peel Literacy Guild	Brampton Mississauga	905-273-5196	Help with their office work and reception. Must be 16 years or older. www.skillsforself.org
Peel Partners for Drug Free Community	Mississauga		Support this organization's work in promoting a drug free community by helping with fundraisers.
Peel Multicultural Council	Mississauga	905-819-1144	
PLASP Childcare Services	Brampton / Mississauga	905-890-1711	Work with elementary age children after school, play and help organize games and activities; www.plasp.com (read volunteer section).
Rapport Youth and Family Services - Eclipse Youth Drop-in Centre	Brampton	905-790-7707	Numerous varied and exciting opportunities to support troubled young persons; www.rapportyouth.com

ORGANIZATION	LOCATION	TELEPHONE	DESCRIPTION
Region of Peel - Health Department	Mississauga	905-791-7800	Help out with a variety of programs such as the Parent and Infant/Child Volunteer Visitor program, which assists parents in caring for new infants; annual health fairs and The Water Festival, which educates children about the importance of water. www.peelregion.ca
Sauga Stroke Breakers	Mississauga	905-615-4670 ext. 2471	Work one-on-one in a program to help stroke survivors.
School Board (Tutoring)	various locations	905-890-1221	Participate in an organized program to help other students or volunteers on your own to help a student in need.
Scouts Canada	Mississauga	416-490-6364	Lead and organize children and youth in the Scouts Program and related activities.
Scott's Mission	Toronto		Serve food to the poor and work in Food Bank.
Shelburne District Hospital	Shelburne	519-925-3340	Various locations.
Shelburne Hospital	Shelburne	519-926-3340	Visit and spend time with patients in long term care facility.
Sheridan Baseball Association	Mississauga		Help out with boys and girls T-Ball (5-7 yrs.), boys and girls rookie ball (8-9 yrs.), boys baseball (10-20 yrs.) and girls softball (10-18 yrs.) www.mississaugabaseball.com
Sheridan Villa	Brampton	905-791-8668 Ext. 2912	Visit and spend time with elderly residents, assist with a volunteer-run café.
Special Needs Swimming / Peel Area	Mississauga	Huron Park 905-615-4820	Provide one-on-one basic swimming lessons to children with disabilities at South Common or Huron Park pools. www.mississauga.ca (Careers -> Volunteers).
Square One Youth Centre	Mississauga	905-566-1883	Volunteers needed for peer tutoring of students Grade 9-12 and numerous other positions.
St. Hilary's Day Care Centre	Mississauga	905-279-2273	Work with employees to supervise and play with young children. Must be 16 years or older. Call on Monday.

ORGANIZATION	LOCATION	TELEPHONE	DESCRIPTION
St. Francis Table	Toronto	416-532-4172	Help provide low-cost meals to the poor in restaurant setting (preparation and serving).
St. John Ambulance - Mississauga Branch	Mississauga	905-568-1905	Help with office duties (Monday - Friday 2:30 pm to 4:30 pm only).
Streetsville Amateur Minor Hockey Association	Mississauga		Assist in coaching and running hockey teams for players age 6-17; www.streetsvilleminorhockey.on.ca
Supportive Housing in Peel	Mississauga	905-795-8742	Supportive Housing in Peel offers housing and support for people with serious mental illness; www.shipshey.ca
The Canadian Hearing Society	Mississauga	905-608-0271	Assist with administrative duties and fundraising; interact with clients who are deaf or hard of hearing (sign language skills preferred, but not mandatory). Must be 16 years or older.
The DAM Youth Drop-In Centre	Mississauga	905-826-6558	Support staff by participating in a variety of recreational activities at the drop-in. Must be 16 years or older.
Trillium Health Centre	Mississauga	905-848-7100	Assist where needed throughout the hospital.
Tullamore Nursing Home	Brampton	905-459-2324	Visit with elderly residents; www.diversicare.ca
United Achievers Community Services	Brampton	905-455-6789	A non-profit organization which takes volunteers for a wide variety of community programs. Call to find the program that is right for you. www.unitedachievers.com
Villa Forum	Mississauga	905-501-1443	Visit and spend time with elderly residents.
Vita Manor	Mississauga	905-858-0329	Provide guidance and support to pregnant women during and after delivery.
Volunteer Centre of Peel	Mississauga	905-306-0668	Contact this organization to find out what volunteer opportunities are available in Peel Region. www.volunteerpeel.com
YMCA	Mississauga	905-897-9622	Help organize and run various sports and fitness activities and programs.
Youth Drop-in Programs	various locations	call local drop-in	Assist in youth drop-in programs at local community centers and school gyms. Must be 16 years or older.
William Osler Hospital	Brampton	905-494-2120	Work in gift shops, clinics.

Please Note

In the event that a student would like to participate in an activity or event that is not clearly within the Board's list of examples, the student must submit a letter detailing the proposed activity or nature of the participation and event to the student's Principal. The Principal will determine if the student's proposed activity is acceptable, in consultation with the appropriate supervisory officer. The activity or event should not be commenced until permission has been granted. If completed without permission and permission is subsequently denied, the activity or event will not be counted toward the student's Community Involvement requirement.

Please note that a Principal is not obligated to approve a project at the local level.

Retreats are ***not*** an eligible activity to count toward community service hour requirements.

Please note that the agencies listed here are not required to accept student volunteers. In addition, some agencies may require a longer commitment from the student than 10-40 hours. In such situations, students should consult with their parents/guardians and decide whether to try a different agency, or accept the longer volunteer commitment.

Events or activities that may be based on or with a particular interest group must conform to the ethical and principled standards of the Dufferin-Peel Catholic District School Board and the Ministry of Education and Training to ensure that they are intended to promote a positive contribution to the community in general.

Parent(s)/guardian(s) are responsible for ensuring that their selected placement is both safe and appropriate for their son/daughter.

ROLES AND RESPONSIBILITIES

STUDENTS

Students are responsible for selecting an appropriate community involvement activity and for completing all required documentation according to the requirements of the Dufferin-Peel Catholic District School Board. Students are also responsible for completing their community involvement hours in a manner that demonstrates a positive, moral work ethic and respect for others.

The following checklist of behaviours is recommended:

- punctuality
- appropriate dress and grooming
- the use of good manners
- a willingness to listen to instructions
- the ability to follow through on commitments
- a willingness to clarify instructions if in doubt
- the ability to maintain confidentiality

SCHOOL BOARD

The Dufferin-Peel Catholic District School Board accepts its responsibility to share information with students, parents and the broader community. This Resource Manual is part of that commitment. We have developed a list of approved activities, as well as appropriate forms and documentation protocol (see the *Christian Community Passport to the World of Service*). It is also the Board's responsibility to collect and store the personal information according to the Municipal Freedom of Information and Protection of Privacy Act pertaining to this program upon completion of all requirements.

SCHOOL

PRINCIPALS

Principals are responsible for sharing information and documentation with students, parents and the broader community. Principals are responsible for forwarding special requests to the Board for consideration. The Principal is responsible for ensuring that completed community involvement hours are entered on a student's official transcript, according to Board protocol.

PARENTS/ GUARDIANS

Parents/guardians should provide assistance to their child in the selection of their Community Involvement activity. Parents also are encouraged to communicate with the community sponsor and the school Principal if they have any questions or concerns. A parent must sign both the notification portion and the completion portion of the appropriate page in the *Christian Community Passport to the World of Service* if the student is under eighteen years of age.

COMMUNITY SPONSORS

One of the purposes of the Community Involvement requirement is to develop strong ties between students and their community, and to foster valuable and long-term relationships. Persons and organizations within the community may be asked by the student to sponsor a Community Involvement activity. Any training, equipment, or special preparation that is required for the activity should be provided by the person or organization. It is crucial that students are able to fulfill their

Community Involvement activities in a safe environment. The person overseeing the student's activity must verify the date(s) and the number of hours completed on the appropriate page of the *Christian Community Passport to the World of Service*.

Community sponsors should ensure that the activities completed by student volunteers are not on the Ministry of Education and Training's or the Dufferin-Peel Catholic District School Board's list of ineligible activities, and that the activities fall within the Board's guiding principles and are identified on the Board's list of examples.

STUDENT REFLECTION

Simply performing tasks, without the proper reflection, defeats the whole purpose of the program. It is essential that students come away with a deeper understanding of the Christian call to service. To this end, the student should reflect on their Community Involvement. Some questions to consider:

- How does the sponsor I worked with benefit the community?
- Did my efforts help the sponsor and the community?
- Who was the most memorable person I met during my service?
- How did I feel during and after my service?
- What did I learn from the experience?
- How did my service live up to Jesus' command to serve?

PRAYER OF COMMISSIONING

Good and gracious God, who are we that you have loved us so well?

When we find ourselves so often difficult to trust, how is it that you have given us this world of yours, each other, and a future that is in our hand?



We have need of your compassion, your power and your wisdom. Our own wisdom has once again proven inadequate in the face of so much need.

Be strong in us. Purify our intentions. Deepen our commitment. Be for us all that we need. Be God for us. We await your saving presence.

You did not choose me; I chose you and appointed you to go and bear much fruit, the kind of fruit that endures. This then is what I command you: love one another. (John 15: 12-13)

For further information about Community Involvement, please contact the local school Principals.

Personal Information provided to the Dufferin-Peel Catholic District School Board as part of Christian Community Service is collected and stored in accordance with the *Municipal Freedom of Information Act*, and may be used for administrative and other purposes of the Board pursuant to the *Act*.

The mission of the Dufferin-Peel Catholic District School Board, in partnership with the family and church, is to provide in a responsible manner, a Catholic education which develops spiritual, intellectual, aesthetic, emotional, social and physical capabilities of each individual to live fully today and to meet the challenges of the future, thus enriching the community.

In the program of Community Involvement, the Board's purpose is to encourage students to have a deeper understanding of the Christian call to service and to live out this call by participating in various forms of community outreach for the sake of their personal growth and supporting and strengthening their communities.



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BUILDING THE CAPACITY FOR SUCCESS