



# Community Hours Form

Students must complete 40 hours of recorded community service as an Ontario Secondary School Graduation requirement.

Before beginning your service, check the school website for information:

<http://www.dpccsb.org/GOETZ/Guidance+Courses/Community+Service+Hours.htm>

Community hours must be done for a charity or a non-profit organization. A list of approved organizations is included on the school website. Complete your community hours for one of the approved organizations on the list. If you would like to see an organization added to the list, contact your guidance counsellor; if the organization is added to the list, you are free to complete your community hours with that organization, but if it is not, you must choose one of the organizations already on the list. The organization must be approved *before* you start your hours. Eligibility is determined solely at the discretion of the school.

Student's Name: \_\_\_\_\_ Student # \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Signature of Parent/Guardian (if student is under 18): \_\_\_\_\_

Location where community hours were done: \_\_\_\_\_

Start Date of Community Hours: \_\_\_\_\_ End Date of Community Hours: \_\_\_\_\_

Brief description of activity/duties: \_\_\_\_\_

This is to certify that \_\_\_\_\_ has completed \_\_\_\_\_ community  
First Name Last Name Numeral & Word -- e.g. 6 (six)

hours with the above organization.

Name of Service Supervisor: (Print clearly.) \_\_\_\_\_ Position: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Place official stamp or seal of the charity/non-profit organization here.

This form will not be processed without the official stamp or seal of the charity/non-profit organization.

Alternatively, you can hand in a letter on *official letterhead* from the charity/non-profit; the letter must include all of the information on this form.

To be completed by the guidance counsellor:

This certifies that \_\_\_\_\_ community hours have been entered into the student's record/file.

Signature of Guidance Counsellor: \_\_\_\_\_ Date Entered: \_\_\_\_\_