

Proof of Community Involvement

Student Name: _____

Name of Organization: _____

Address or Event Location: _____

Supervisor's Name: _____

Supervisor's Email: _____

Supervisor's Phone #: _____

Activity Performed: _____

DATE(S) (DD /MM/ YYYY)	HOURS

 SIGNATURE OF SUPERVISOR

 DATE

 SIGNATURE OF PARENT OR GUARDIAN

 DATE

 SIGNATURE OF STUDENT

 DATE

- *If you have a letter from the organization, you may attach it in place of a signature*
- *Place see Guidance if you have any questions about Community Involvement*
- *Place hand in sheet at the Main Office or Guidance Office*

Office use Only

Eligible Activities

- The following guiding principles, read in conjunction with the list of ineligible activities, are intended to assist the student and parents/guardians to determine whether a planned activity is within an approved area for the completion of the community involvement requirement:
 - An event or activity designed to benefit the community in general
 - An event or activity to support a not-for-profit agency, institution or foundation
 - Any program that promotes tutoring, mentoring, visiting or coaching, or assists others in need
 - Participation in an event or activity that supports ethical work of a global nature or that promotes positive environmental awareness
 - Participation in an event or activity that contributes to the health and well-being of others
 - That is affiliated with a club, religious or political organization, arts or cultural association that seeks to make a positive and ethical contribution in the community
 - Examples:
 - Fundraising – includes canvassing, walk-a-thons, celebrity games, gift wrapping, gala events and sales for charitable purposes;
 - Sports/Recreation – includes coaching, helping to organize winter carnivals, parades and summer fairs;
 - Community Events – includes helping to organize special meets and games, and volunteering as a leisure buddy or pool assistant;
 - 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, and breakfast programs
 - 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 or volunteer assistance at a local zoo or petting farm;
 - Arts and Culture – includes volunteer assistance at a gallery 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 snow blower), 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 (the school Principal in advance of the commencement of the activity must approve these school-based activities in advance);

Ineligible Activities

- The Ministry of Education has developed a list of activities that may not be chosen as community involvement activities and that are therefore ineligible activities.
 - 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 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;
 - 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 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 jewellery, works of art, antiques, or other valuables;
 - Consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities;
 - Involves activities for a court-ordered program (e.g., community-service program for young offenders, probationary program)
- Additional Ineligible Activities: Crestwood Preparatory College has determined that the following are also ineligible activities, in addition to those that the Ministry of Education has listed:
 - Any activity that provides direct financial benefit or gain to the students or to the student’s immediate family (e.g. free or reduced summer camp fees, training for future employment, etc)
 - Any association with an organization or an organizational activity that does not comply with the ethical standards, policies, procedures and regulations of Crestwood Preparatory College
 - Simple membership in a school or community club
 - Part of a Community Service Day or Activity during regularly-scheduled class time (e.g. Terry Fox Walk).

Please contact Ms. De Cata at kathryn.decata@crestwood.on.ca or Ms. Somerville at christine.somerville@crestwood.on.ca if you have any questions (416-391-1441 ext. 4329).