



Halton Catholic District School Board

Holy Trinity CSS Internal Volunteer Form

Please note: This form is only for students who have completed hours within Holy Trinity.

Students who complete hours OUTSIDE Holy Trinity must obtain a sponsor letter (on proper letterhead). This letter must include the students full name, number of hours completed and a brief description of the activity. Sponsor contact information and signature must also be included.

Student First and Last Name: _____

Holy Trinity CSS Volunteer Event: _____

Description of Volunteer Duties: _____

Total Hours Completed: _____

Date Hours Completed: _____

Student Signature: _____

Parent / Guardian Signature: _____

Sponsor Signature: _____

For Office Use Only

Date Entered: _____

Counsellor Signature: _____

**** We always recommend students check with their Counsellor BEFORE they begin their hours to ensure they are eligible. ****

ELIGIBLE ACTIVITIES ARE ONES THAT ARE OF BENEFIT TO THE COMMUNITY

- Supports a not-for-profit agency, institution or foundation that conforms to the ethical standards of Halton CDSB, Halton DSB and the Ministry of Education.
- Supports clubs, religious and environmental organizations, arts or cultural associations, or political organizations that seek to make a positive contribution to the community.

Areas of Involvement in the above listed activities may include:

- Fundraising – includes canvassing, walk-a-thons, celebrity games, gift wrapping, gala events, bingo, 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, 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 – Must be pre-approved by your guidance counselor includes any volunteer activity that assists someone who requires assistance for shopping, structured tutoring programs, 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. The school Principal must approve these activities in advance of the commencement of the activity.

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. 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, job shadowing, work experience).
- Takes place during school hours, except during the student's lunch break or spare periods.
- Takes place in a logging or mining environment – if the student is under 16 –
 - o Takes place in a factory, if the student is under 15.
 - o Takes place in a workplace other than a factory, if the student is under 14 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 (eg. snowblower, power mower, hedge trimmers, etc.)
- Involves the administration of any type or form of medication or medical procedure to other persons.
- Involves the handling of substances classed as "designated substances" under the Occupational Health and Safety Act (eg. asbestos, lead, dangerous chemicals, toxic materials, etc).
- 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 or personal recreational activities.
- Involves activities for a court-ordered program (e.g. community-service program for young offenders, probationary program).

The Halton District School Board and the Halton Catholic District Board have 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 students immediate family.
- Any association with an organization or an organizational activity that does not comply with the ethical standards, policies, procedures and regulations of the Ministry of Education, the Halton District School Board, and the Halton Catholic District School Board.
- Simple membership in a school or community club.
- Part of a Community Service Day or Activity during regularly scheduled class time (i.e. Terry Fox Walk)