



St. Ignatius of Loyola Catholic Secondary School
Community Involvement Activity Submission Form

Students are reminded to verify that proposed activities are eligible for Community Involvement hours as outlined on page 2 of this document.

Students Name: (first/last) _____

Name of Community Sponsor/Event/Activity: _____

Community Sponsor Location/Address: _____

Supervisor Name: (first/last) _____

Supervisor email: _____

Supervisor Telephone #: _____

Description of Volunteer Activities: _____

Total Hours Completed: _____

Date Hours Completed: _____

Parent Signature: (if student is under 18) _____

Sponsor/Supervisor Signature: _____

FOR A SUBMISSION OF 40 HOURS OR MORE FROM ONE PLACEMENT, all students must submit a letter from the community sponsor. This letter must include details of the volunteer activity, all dates that the volunteering occurred, the total number of hours completed, contact information and the sponsor's signature.

Sponsor Letter attached (please circle): YES No

Office Use Only

School Officials initials confirming hours have been recorded: _____ Date entered: _____

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.
- Takes place in a factory, if the student is under 15.
- 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 (e.g. 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 (e.g. 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 jewellery, 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).

Additional Ineligible Activities

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:

1. Any activity that provides direct financial benefit or gain to the students or to the student's immediate family.
2. 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.
3. Simple membership in a school or community club.
4. Part of a Community Service Day or Activity during regularly-scheduled class time (i.e. Terry Fox Walk).

Specific Areas of Involvement 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** – 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. The school Principal/designate must approve these activities in advance of the commencement of the activity.

For further information about Community Involvement Activities please consult with your Guidance Counselor

Student Services also has a listing of available organizations who are looking for volunteers. Please see the Guidance office for more information.