

Community Involvement

Before you can graduate from Secondary School, every student must complete at least 40 hours of community involvement. This means helping out in your community by being a volunteer. A volunteer is a person who performs a service without asking for anything in return. Some of the benefits of community involvement are:

- to gain practical experience in a work environment
- to help out your community
- to learn new skills

You can complete these hours at any time during your secondary school experience but it is important not to leave it until the last minute. You may try to start early (maybe during grade 9 or 10) or spread out the required hours throughout your years in secondary school. This will ensure that you are not rushing to complete the community involvement requirement during your final year.

Step 1: How do you get started?

Before selecting an activity, you can talk to your parent(s) and your teacher about your options for placement. You can think about what interests you and think about what is needed in your community.

Here are some examples of activities that some students have chosen to do as their community involvement and may give you some ideas:

- **Animal Care** – volunteering in a veterinary clinic, zoo or animal shelter
- **Arts and Culture** – volunteering at galleries, libraries, community productions
- **Charitable Organizations** – helping with special events, programs, clerical tasks
- **Community Organizations** – assisting with special events, food banks, shelters, clerical tasks
- **Environmental projects** – flower/tree planting, recycling projects, recycling depot, beautification projects
- **Health Agencies** – volunteering at hospitals, hospices or blood donor clinics
- **Political Organizations** – activities related to legitimate and recognized political organizations *except during an official election period*

- **Religious Organizations** – assisting with programs, special events, clerical tasks
- **School Services** – assisting with school events, student council, athletic council
- **Senior Citizens** – assisting in seniors' residences, providing services for seniors in the community

Step 2: Selecting your activity

Once you think of a place where you might like to volunteer, your teacher or parent(s) can help you to contact the organization and ask if they need a volunteer.

Your parents, the community sponsor and you will decide what activity you will do and make sure it meets the criteria for your community involvement hours.

The community sponsor is the contact person at the agency or organization where you will be volunteering.

Step 3: Working at your community placement

When you work in the community, there are certain expectations that you are to follow. Some of these expectations are:

- Be on time
- Dress appropriately (you can ask your teacher or your community sponsor what would be appropriate)
- Respect others (use appropriate language and manners)
- Confidentiality of workplace information. There may be some information or materials that will need to be kept confidential. This means that you can discuss this information with other people who work there but cannot share it with people who do not work there. You can ask your community sponsor what information may need to be kept confidential.
- Willing to try to develop new skills
- Try to follow the directions
- Careful use of workplace equipment (use all safety precautions)

You may want to keep track of the hours spent volunteering in your community placement. This can be done using the "Community Involvement Hours" sheet provided in this binder. It's important to write the date and the number of hours volunteering every time you go.

Step 4: Documenting the completed activity

Every year, you are required to hand the "Completion of Community Involvement Activities" form to your teacher. This form needs filled out and signed by your community sponsor before you can hand it in.



COMPLETION OF COMMUNITY INVOLVEMENT ACTIVITIES

School: _____
 Principal: _____
 School Telephone: _____

Student's Name _____

Activity	Number of Hours	Date(s) of Completion	Organization & Phone Number	Supervisor's Name	Supervisor's Signature

Total Hours

Student's Signature: _____
 Parent's / Guardian's Signature: _____
 Date: _____

For Office Use Only
 Community Service hours have been noted in the student's OSR.
 Signature of School Official: _____