



## Halton Catholic District School Board Community Involvement Activity

\*Students are reminded to verify that proposed activities are eligible for Community Involvement hours as outlined on the back of this form and in the Community Involvement Activities Information Manual\*

\*\*Upon completion of a Community Involvement Activity, students are required to submit this form along with a signed letter from the Community Sponsor stating the activities completed and the date(s), the duration, and the location of the activity.\*\*

Student: \_\_\_\_\_

Name of Community Sponsor: \_\_\_\_\_

Address of Community Sponsor: \_\_\_\_\_

Description of activities: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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

Sponsor Signature: \_\_\_\_\_

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Office Use Only

Date Recorded: \_\_\_\_\_

School Official Initials: \_\_\_\_\_

## COMMUNITY INVOLVEMENT ACTIVITIES

### 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. Snow blower, 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 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).

### Additional Ineligible Activities

The Halton District School Board and the Halton Catholic District School 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 student 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 (or the Halton Catholic District School Board).
3. Simple membership in a school or community club or team.
4. Part of a Community Service Day or Activity during regularly-scheduled class time (e.g. Terry Fox Walk).

### Eligible Activities

The following guiding principles, read in conjunction with the list of the 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:

1. An event or activity designed to be of benefit to the community;
2. An event or activity to support a not-for-profit agency, institution or foundation that conforms to the ethical standards of Halton DSB (or the Halton CDSB) and the Ministry of Education;
3. Any structured program that promotes tutoring, mentoring, visiting or coaching, or whose purpose is to assist others who require the benefit of that assistance.
4. Participation in an event or activity that supports ethical work of a global nature;
5. Participation in an event or activity that promotes positive environmental awareness;
6. Participation in an event or activity that contributes to the health and well-being of any ethical group that conforms to the community standards of morality and conduct, including school-based activities;
7. Participation in an event or activity affiliated with a club, religious organization, arts or cultural association, or political organization that seeks to make a positive and ethical contribution in the community.

Where an event or activity does not clearly fall within the guidelines, the Principal of the student's school has the discretion to approve or reject any activity or event that does not conform to the guiding principles and ethical standards for approved areas of involvement for students.
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