

# Community Involvement Activities Tracking Form

Student: \_\_\_\_\_ Principal: \_\_\_\_\_ School: \_\_\_\_\_ Phone: \_\_\_\_\_

#	Completed Activity	Actual # of Hours	Completion Date	Location and Phone Number	Supervisor's Printed Name and Signature	Parent Signature (If student is under 18 years)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

**TOTAL**

Please be prepared to return this form if requested for report card purposes.  
Submit this form to Guidance when you have completed 40 hours of Community Involvement Activities

Information on this form is collected under the authority of the Education Act.  
Questions about this collection of personal information should be directed to the principal.

**Volunteer activities beyond 40 hours are not covered by the Lambton Kent District School Board's insurance policy.**

**FOR OFFICE USE ONLY**

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

Noted on the student O.S.R. \_\_\_\_\_

Signature of School Official

## Roles & Responsibilities: Parents/Guardians

Parents/guardians should provide assistance to their child in the selection of their Community Involvement Activity. Parents also are encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns. A parent must sign the *Notification of Planned Community Activities on the Community Involvement Tracking Form* if the student is under the age of 18 years.

## Roles & Responsibilities: Community Sponsors

One of the purposes of the community involvement requirement is to develop strong ties between students and their community and to foster valuable and long-term relationships. Persons and organizations within the community may be asked by the student to sponsor a community involvement activity. Any training, equipment, or special preparation that is required for the activity should be provided by the person or organization. It is crucial that students are able to fulfill their community involvement activities in a safe environment. The person overseeing the student's activity must verify the date(s) and the number of hours completed on the *Completion of Community Involvement Activity* section of the *Community Involvement Activities Tracking Form*.

Community sponsors should ensure that the activities completed by student volunteers are not on the Ministry of Education's or the Lambton Kent District School Board's list of ineligible activities and that the activities fall within the Board's guiding principles and are identified on the Board's list of examples.

**Insurance** – Students and parents are encouraged to purchase Student Accident Insurance which is available through the school. Boards expect that all community sponsors will provide students with appropriate instructions, put in place safety precautions, and train and supervise student volunteers.

**NOTE:** The person/organization sponsoring the activity should provide any training, equipment, or special preparation that is required for an activity. The hours required for training shall not be counted toward the 40 hour requirement.

The LKDSB is pleased to advise its community sponsors that these students are protected by the School Board's liability Insurance, during the required 40 hours of service. Sponsors are also covered by the Board for claims that arise out of our student's volunteer activities for organizations. (*E.g. If a student, in the course of his/her volunteer duties, causes damage or injuries to a third party, causing a lawsuit against the student or sponsor, the boards insurance will cover both parties*)

Community sponsors should be aware that WSIB and Board Insurance does **not cover** Job Shadowing, or similar Work Experience programs.

# Community Involvement Activities

## Eligible Activities:

The following guiding principles, read in conjunction with the list of the ineligible activities, are intended to assist the student and parent(s)/guardian(s) to determine whether a planned activity is within an approved area for the completion of the community involvement requirement.

- ✓ assisting with sports teams in the community or in the school (e.g., coach, assistant, equip. manager, trainer, statistician);
- ✓ conducting sports clinics (e.g. volleyball clinic for elementary school or community group);
- ✓ planning/working at special school events/activities sanctioned through Student Council or school staff (e.g. art shows, sports meets, drama festival, grade 9 welcome);
- ✓ assisting with special events at school (e.g. science fair, guide for parents night, technical crew);
- ✓ planning/working at community events (e.g. fairs, parades, homecoming celebrations, winter carnival);
- ✓ assisting with environmental projects (e.g. clean-up, flower or tree planting, recycling program);
- ✓ assisting in hospitals, nursing homes, seniors' residences, and other care giving institutions;
- ✓ assisting in libraries, museums, community centres;
- ✓ volunteering with community agencies;
- ✓ assisting with food drives, fundraisers;
- ✓ assist with recreation programs, park programs, camps;
- ✓ assisting with school or community breakfast programs, food banks, soup kitchens, etc;
- ✓ assisting with tutoring and mentoring programs;
- ✓ participating on committees (e.g. advisory boards, school committees; and
- ✓ serving on the Student Board Liaison Committee or as a Student Representative on the Board.

## Ineligible Activities

The Ministry of Education and Training has developed a list of activities that may NOT be chosen as community involvement activities and that are therefore **ineligible activities**.

## Ineligible Activities (continued)

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 or a work experience program);
- ✓ 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" period is permissible;
- ✓ takes place in a logging or mining environment, if the student is under 16 years of age;
- ✓ takes place in a factory, if the student is under 15 years of age;
- ✓ takes place in a workplace other than a factory, if the student is under 14 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 trades person 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 (e.g. daily chores) or personal recreational activities;
- ✓ involves a court-ordered program (e.g. community-service program for young offenders, probationary program);
- ✓ any activity that places the student in a dangerous situation;
- ✓ any activity that counts toward a credit or school recognition such as a school letter;
- ✓ any activity that provides financial gain to the student or his/her immediate family;
- ✓ care or service to members of the student's family living in the same home;
- ✓ "Take Our Kids to Work" experiences;
- ✓ playing on a sports team; and
- ✓ any association with an organization or an organizational activity that does not comply with the ethical standards, policies, procedures and regulations of both the Ministry of Education and the Lambton Kent District School Board.