

COMMUNITY HOURS GUIDELINES

Eligible Activities

- an event or activity designed to be of benefit to the community;
- an event or activity to support a not-for-profit agency, institution or foundation;
- fundraising for non-profit agencies: canvassing, walk-a-thons, celebrity games, gift wrapping, gala events, flower sales;
- community events: winter carnivals, summer fairs;
- environmental projects: community clean-up, flower or tree planting and recycle programs;
- volunteering in a residence for seniors: serving snacks, helping with crafts, portering, visiting or reading;
- service on committees: advisory board, neighbourhood or regional associations;
- community projects, food banks, seasonal events;
- activities organized by clubs and youth organizations: drop-in centres, breakfast programs, after school programs, March Break programs, leaders in training, summer playgrounds and camps and child care centres;
- volunteer office and clerical work: reception, computer work, mailings, newsletters, pamphlet delivery;
- arts and culture: galleries, performing music, library, museums and heritage sites;
- shopping for shut-ins;
- Recreational activities designed for people with special needs;
- Organizing and assisting with school activities outside of school hours.

Ineligible Activities

- requirements of a class or course which the student is enrolled;
- takes place during normal instructional time in the school day, excluding lunch and spares;
- takes place in a factory and the student is under 15 years of age;
- takes place in a logging or mining environment and the student is under 16 years of age;
- takes place in a workplace other than a factory, and the student is under 14 years of age and not accompanied by an adult;
- would normally be performed for wages by a person in the work place;
- involves the operation of a vehicle, power tools or scaffolding;
- involves the administration of any type or form of medication or medical procedures to other persons;
- involves handling substances classed as 'designated substances' under the Occupational Health and Safety Act;
- requires the knowledge of a tradesperson whose trade is regulated by the province;
- 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 (i.e. daily chores) or personal activities; involves a court-ordered program (community service program for young offenders; or probationary program).

Below is an example of a community hours record paper. In-coming Grade 9 students may begin working on their hours as soon as they have registered at ELSS and paid their registration fee. Community Hours Recording Sheets may be picked up in the Guidance Office.

NOTIFICATION OF PLANNED COMMUNITY INVOLVEMENT ACTIVITY THIS SECTION MUST BE COMPLETED BEFORE STARTING VOLUNTEER WORK

Name of Organization or Group:

Address:

Telephone:

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Tasks:

Estimated Number of Hours:

Estimated Completion Date:

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Supervisor/Person Contacted

Date:

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Parent or Student (18) Signature: Date:

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Principal/Designate Signature:

Date:

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COMPLETION OF COMMUNITY INVOLVEMENT ACTIVITY THIS SECTION SIGNED AFTER VOLUNTEER WORK IS COMPLETED

Name of Organization/Group:

Address:

Telephone:

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Tasks:

of Hours Completed

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Student's Name:

Supervisor's Signature :

Date:

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Parent or Student (18) Signature:

Date:

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Signature of School Official:

Date:

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Completed hours noted on the Student's Transcript.