BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

COMPLETION OF COMMUNITY INVOLVEMENT ACTIVITIES

FOR A **NON-PROFIT** ORGANIZATION/CHARITY

see reverse of this form for details

OFFICE USE ONLY:

Administrator's Approval Signature:

_____ signature _____ date

❑ completion of hours noted in school data base

_____ signature of school secretary _____ date

Student: _____

School: *ST. JOHN'S COLLEGE*

Students are encouraged to hand in this sheet to Student Services as soon as they complete the hours. Incomplete sheets will not be accepted.

name of non-profit organization or activity	description of duties or activity	start date yyyy/mm/dd	end date yyyy/mm/dd	number of hours completed	address & phone number of organization or activity	organization or activity supervisor
sample The Non-Profit Thrift Store	stocked shelves, swept floors, sorted donations	2018/11/30	2019/03/21	26	address: 80 Main St., Brantford telephone number: 555-555-5555	print name: Joe Smith sample
					address: *telephone number:*	*print name:*
					address: *telephone number:*	*print name:*
					address: *telephone number:*	*print name:*

Student Signature: _____ *Parent/Guardian Signature:* _____

(parent/guardian signature required if student under 18)

Date: _____ *Date:* _____

The information contained on this sheet may be privileged or confidential. Disclosure, or use by persons other than the intended recipient, may result in a breach of applicable laws or infringement of third party rights.

ELIGIBLE ACTIVITIES WHICH TAKE PLACE IN **NON-PROFIT** ORGANIZATIONS	
CHARITY FUNDRAISERS	canvassing; assisting at walk-a-thon, celebrity games, gift wrapping, gala events, sales
SPORTS/RECREATION	coaching; assisting at track meets, summer games etc.; scorekeeping; timekeeping
COMMUNITY	helping organize and run winter carnivals, parades, summer fairs
COMMUNITY PROJECTS	participating in food drives; support services for community groups: 4H clubs, Welcome Wagon, Meals on Wheels, St. Vincent de Paul, and food banks
ENVIRONMENTAL PROJECTS	participating in community clean-up, flower/tree planting, recycling and beautification activities
RELIGIOUS ACTIVITIES	programming for children; child-minding at church; helping with Sunday School; special events, and clerical tasks; altar serving; music ministry; assisting with liturgy
SENIORS' PROGRAMS	assisting in a seniors' residence or seniors' community program (i.e., helping with activities, visiting, and reading)
OFFICE AND CLERICAL	reception, computer work, and mailings for non-profit agencies
YOUTH PROGRAMS	helping run youth programs such as 4H, Scouts, Guides, drop-in centre, camps
WORK WITH ANIMALS	working with animal care in a non-profit organization, i.e. SPCA
ARTS AND CULTURE	assisting at a gallery; performing music; involvement with a community theatre program; involvement in a library program
ACTIVITIES FOR INDIVIDUALS	assisting a senior, a person with a disability (shop, shovel snow, rake leaves, garden, cut lawn; chronic care hospital visits), tutoring; student reading buddy
SCHOOL COMMUNITY PROGRAMS	helping out with a non-credit extra curricular activity such as student governance, organizing school activities (i.e., sports meets, music production, theatre production) and assisting in school activities (i.e., ushering, parent night, fundraisers)



Where an activity does not clearly fall within the guidelines, principals have the discretion to approve areas of involvement on a case-by case basis.
A principal is not obligated to approve an activity.

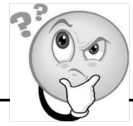


Being a member of a committee, club or organization of itself is not an eligible activity, although services provided by that committee, club or activity may be eligible, if they meet the criteria stated.

Ineligible Activities

The Ministry of Education has developed a list of activities that may **NOT** be chosen as community involvement activities:

- is a requirement of a class or course in which the student is enrolled (e.g., cooperative education portion of a course, job shadowing, work experience);
- takes place during the time allotted for the instructional program on a school day. An activity that takes place during the student's lunch breaks or "spare" periods is permissible;
- takes place in a logging or mining environment, if the student is under sixteen years of age;
- takes place in a factory, if the student is under fifteen years of age;
- takes place in a workplace other than a factory, if the student is under fourteen 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 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 (i.e., daily chores; activities for family members) or personal recreational activities;
- involves activities for a court-ordered program (e.g., community-service program for young offenders, probationary program).



If you are unsure if your planned activity is ineligible contact your guidance counsellor, vice-principal or principal.