



# ST. CHARLES COLLEGE

1940 Hawthorne Drive, Sudbury, ON P3A 1M8

Phone: (705) 566-9605 Fax: (705) 566-9603

## Community Service Hours Report

please print

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

**Grade:** \_\_\_\_\_

Community Service is at the heart of Catholic Education. This voluntary service enables students to show solidarity with people who are in need and who require assistance. The Community Service Program also helps to foster in students an understanding of civic responsibility and participation. It enables young people to develop and share their skills and gifts with others, in the wider community.

The Community Service Program in the secondary schools, within the Sudbury Catholic District School Board, satisfies the graduation requirements for the *Ontario Secondary School Diploma* (**Ontario Secondary Schools, Grad 9 to 12: Program and Diploma Requirements, 1999 [OSS]**).

Step #1: Record the information requested below upon completion of your community service hours or at the end of each term to update your records.

Organization/Group:		
Contact Person	Name:	
	Signature:	Phone #: Ext:
Start Date: (mm/dd/yy)	End Date: (mm/dd/yy)	# hours:
Activity:		

Step #2: Submit this completed form to the Guidance Department, and **please keep a copy for your records.**

List of Activities that are **INELIGIBLE**

**STUDENT ACTIVITIES ARE NOT TO DISPLACE PAID WORKERS.** The Ministry has developed a list of activities that **may not** be chosen as Community Involvement activities. These are referred to as 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., coop education, job shadowing).
- × **Takes place during the time allotted for the instructional program on a school day. However, an activity that takes place during a student's lunch break 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 16 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 tradesperson whose trade is regulated by the provincial government.**
- × Involves banking or the handling of securities.
- × **Consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities.**
- × Involves the activities for a court-ordered program (e.g., probationary program).

List of Activities that are **ELIGIBLE**

These activities are **non-paid** and **out of class time**, and **not part of a course requirement**. This list contains examples of acceptable activities.

- ✓ Fundraising: canvassing, walk-a-thons
- ✓ Sports/recreation: coaching, volunteer games
- ✓ Community Events: winter carnival, summer fair
- ✓ Environmental Projects: community clean-up, flower/tree planting, recycling program
- ✓ Senior's Residence: serving snacks, helping with crafts, visiting, reading
- ✓ Committees: advisory board, neighbourhood associations, regional associations, student trustee
- ✓ Community Projects: food banks, support services for seniors or the house bound, seasonal events
- ✓ Religious Activities: assisting with children's programs during liturgy, assisting with Eucharistic ministries, lector, choir or altar serving; visiting elderly or sick parishioners, missionary work
- ✓ Clubs and Youth Organizations: volunteering activities organized by these groups. Membership alone is not eligible.
- ✓ Children/Youth: drop-in centres, breakfast programs, afterschool programs, March Break programs, leaders in training, summer playgrounds and camps, child care centres
- ✓ Activities for Individuals Requiring Assistance: home maintenance for seniors, shopping for shut-ins, recreational activities designed for those with special needs
- ✓ School: organizing and assisting with school activities