

40 HOURS

A Guide to Community Involvement

Community Involvement Requirement

As part of the Ontario Secondary School Diploma (OSSD) requirements, students must complete a minimum of 40 hours of community involvement activities during their secondary school years. Accumulation of community involvement hours may begin in the summer after Grade 8 and must be completed by December of Grade 12 so as not to jeopardize college/university applications.

What will you get out of volunteering?

Volunteering is about giving of oneself to make a difference for others and for the greater good of the community. Getting involved in meaningful community work helps to build character, a sense of purpose, and belonging.

The purpose of the community involvement requirement is to encourage students to develop awareness and understanding of civic responsibility, the positive role they can play in society, and the contributions they can make in supporting and strengthening their communities.

Volunteering
looks great
on your
résumé!

Roles and Responsibilities of the School

TWS is responsible for communicating to students, parents, and guardians the requirements for community involvement and the nature of eligible activities. The High School Administrator is responsible for verifying and tracking students' service hours and for sending out annual notices about the accumulation of hours. Activities that are ineligible will not count towards meeting the requirement.

A Community Service Activity Log should be filled out for each volunteering experience. Logs are available in the High School Administrator's office and can be requested electronically. When a student completes the requirement, the High School Administrator makes note on the student's Ontario Student Transcript (OST) and reports the completion of the requirement to the Ministry of Education.

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Roles and Responsibilities of Students

All students must complete a minimum of 40 hours of community service in order to qualify for the OSSD, but students are encouraged to go beyond the 40 hours. When choosing an activity, students should consult the list of eligible/ineligible activities, and consider their interests, and possible career paths, as well as the needs of the community.

Students need to submit a Community Service Activity Log to the High School Administrator when they have completed an activity. The log needs to be signed by the parent/guardian, and the employer/supervisor needs to sign, date, and complete the mid-section with information about the organization and the nature of the activity completed.

When participating in a community involvement activity, students should demonstrate a positive work ethic and a sense of responsibility. Students need to be aware that they are ambassadors of the school and should behave in a manner that is in accordance with school policies and the code of conduct. Students should be willing to develop new skills, strive to follow directions, and comply with workplace rules and regulations. Community sponsors will expect punctuality, appropriate dress, respect for others and common courtesy. Students may also need to adhere to confidentiality of workplace information and privacy considerations.

It is the student's responsibility to have the employer/sponsor complete and sign the Log at the end of the activity and submit the completed form to the High School Administrator.

Roles and Responsibilities of Parents/Guardians



Parents or
Guardians
need to sign
the Log!

Parents and Guardians play a vital role in helping to encourage students to find placements, and to support the value of community involvement.

Parents/Guardians should help in the selection and monitoring of the activities. However, it is important to note that **parents/guardians may not act as formal community activity sponsors for their own children.**

Parents/Guardians must sign the Community Service Activity Log and make themselves aware of what types of activities are considered eligible and ineligible.

Roles and Responsibilities of Community Sponsors/Organizations

Employers/supervisors/sponsors should provide suitable training or instruction for the student to be able to carry out the activity safely, responsibly, and appropriately. The person overseeing the activity must verify the date(s) and the number of hours completed on the Community Service Activity Log. The supervisor should also describe the nature of the work and may wish to provide feedback to the student in the description section.

The employer should be aware that TWS does not supervise its students during community involvement activities.

What activities are eligible?

Eligible activities are those which provide service to improve the community or well-being of its members, and which should take place at **not-for-profit organizations**. All activities must take place **outside of scheduled class time** and must be performed without pay. Activities may also be performed outside of Ontario, provided that appropriate documentation is provided by the organization and that the activity is approved by the High School Administrator.

TWS, as a charitable organization, has several volunteer opportunities for students to perform on the premises including tutoring younger students and scorekeeping for the competitive sports program.

There are many local organizations that can help find volunteer placements. Generally, you will find plenty of opportunities with charitable organizations, community agencies, community centres, children's camps, government offices, municipalities (e.g. towns, cities), service clubs (e.g., Rotary Club) and volunteer centres in your neighbourhood.

Examples of Eligible Activities

Elementary and Secondary Schools

- assist with school events, assist School Councils, activities for children
- organization and leadership of school activities that benefit the community
- scorekeeping opportunities at games are available at TWS

Animal Care

- volunteering in a zoo, animal shelter, or on a farm

Arts and Culture

- volunteering in galleries, libraries, community productions

Charitable Organizations

- assisting with special events, programs, clerical tasks

Child/Youth Programs

- assisting with child/youth programs, volunteering in children's camps

Community Organizations

- assisting with special events, food banks, community support services, shelters, clerical tasks

Community Service for Individuals

- assisting community members in need, including the elderly

Environmental Projects

- flower/tree planting, beautification projects, recycling projects, recycling depots

Health Agencies

- volunteering in hospitals, hospices, Canadian Blood Services (volunteering to organize or assist with a blood donor clinic), donating blood (time required to donate)

Law Enforcement Agencies

- volunteering for community activities sponsored by the police

Political Organizations

- activities related to legitimate and recognized political organizations, municipal, provincial and federal political activities

Religious Organizations

- assisting with programs, special events at churches, temples, synagogues, mosques

Senior Citizens

- assisting in seniors' residences, providing services for seniors in the community

Sports and Recreation

- coaching, organizing special events, assisting with projects/events, sports camps

Service Focused Club Activities

- those activities that expand community service to others beyond the school day (holiday dinner participation, environmental action activities, etc.)

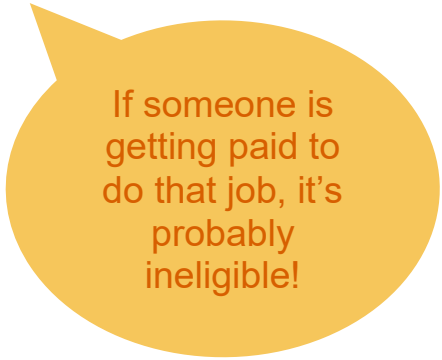
Additional Considerations

- If an eligible activity also falls within the definition of ineligible activities, the activity will be deemed ineligible.
- Where a blood donor clinic takes place during the school day, hours will only be provided to students volunteering during their lunch, spare periods or before and after school.
- Activities at for-profit organizations, such as childcare centres will not be eligible, with the exception of summer camps for kids.

Ineligible Activities

In short, an ineligible activity is an activity that would normally be performed by a paid employee. An ineligible activity:

- involves any work for a for-profit organization
- is a requirement of a class or course in which the student is enrolled
- takes place during the time allotted for the instructional program on a school day with the exception of an activity that takes place during the student's lunch breaks or "spare" periods, which 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 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
- involves a court-ordered program
- involves participation in extra-curricular activities at secondary school, or any position for which a student stands for school-wide election



If someone is getting paid to do that job, it's probably ineligible!

Need inspiration?

TWS is committed to helping students find rewarding and meaningful ways to volunteer. Below you will find a list of organizations where students may be able to find interesting, challenging, and satisfying

work. This list is by no means exhaustive. Students are encouraged to seek out community involvement opportunities that are meaningful to them close to where they live. Children's Camps are a great way for students to earn their volunteer hours.

Amnesty International

<https://careers.amnesty.org/category/7/38/description/>

Art Gallery of Ontario Youth Opportunities and Summer Camp

[Art Gallery of Ontario, Youth Opportunities](#)

AGO Youth programs are designed to provide opportunities for youth to connect with artists, designers, programmers and administrators within the context of a public gallery.

Markham Youth Gavel Club

<http://markhamyouthgavelclub.org/>

An affiliate of Toastmasters International, the Gavel Club empowers youth to become more effective communicators and leaders.

Habitat for Humanity

<https://www.habitat.ca/en/get-involved/volunteer-opportunities-in-canada>

Students must be 16 years old to volunteer on construction sites.

PRIDE Toronto

<https://www.pridetoronto.com/get-involved/volunteer/>

Young People's Theatre Summer Camp

Posting from Volunteer Toronto:

https://www.volunteertoronto.ca/networking/apply_now.aspx?view=2&id=428594

Toronto Public Library

<https://www.torontopubliclibrary.ca/support-us/volunteering>

City of Richmond Hill

[Volunteering for Richmond Hill](#)

Lots of great opportunities on their website!

City of Toronto

[City of Toronto](#)

Find short term and long-term volunteer opportunities.

Luminato Festival

[Luminato Festival](#)

Love the arts? High school students between the ages of 14-18 are eligible to join. You'll gain community service hours and build skills in the areas of customer service, leadership, communication, and collaboration, all while being part of one of the city's most exciting multi-arts festivals.

Concert Halls

[Massey Hall and Roy Thomson Hall](#)

Toronto-area secondary school students are invited to join [Call & Response](#), a unique volunteer experience at Massey Hall and Roy Thomson Hall. Meet music and cultural professionals, enjoy arts workshops, gain leadership skills and volunteer experiences, while surrounded by some of the best music in the city!

Vaughan Food Bank

<https://www.vaughanfoodbank.ca/>

Learn about food rescue and help feed hungry seniors, adults and children.

Vaughan Social Service Agencies – Vaughan Chamber of Commerce Website

<https://web.vaughanchamber.ca/directory/>

Surf the list of charitable organizations in Vaughan (key word **non-profit**) to find something that moves you: includes Mackenzie Health Foundation, Run for Vaughan, Ontario Soccer Centre, Tennis Canada, and much more!

Toronto International Film Festival

[TIFF: Toronto International Film Festival](#)

Be a part of the world's leading public film festival, bringing the best in Canadian and international cinema to Toronto every September.

Toronto Regional Conservation Authority (TRCA)

TRCA's [Conservation Youth Corps](#) is a specialized volunteer program that allows high school students to earn community service hours. Check out their website for details on programs and dates.

Toronto Zoo

<http://www.torontozoo.com/BecomeAVolunteer/>

Secondary students are invited to enhance visitors' experiences at special events throughout the year and at our Zoo Kids camp during the summer months.

YMCA

[YMCA of Greater Toronto](#)

The YMCA offers a wide range of programs which address community needs and as a charity we rely on thousands of volunteers to help. We offer many benefits to our volunteers, including learning new skills, meeting new people and making friends while helping people improve their overall health.

Baycrest Hospital

[Youth Volunteer Program](#) at Baycrest. Ages 13-24 for youth who want to brighten up someone's day and assist with programs and fun for residents.

Hesperus Retirement Village

<http://www.hesperus.ca>

Hesperus has opportunities with the kitchen and facilities departments.

Additional Resources

York Region District School Board Website, Community Involvement Pages

<https://www2.yrdsb.ca/schools-programs/secondary-school/experience-secondary-school/graduation-requirements/community>

Ministry of Education, Policy and Program Memorandum 124a, Community Involvement

<http://edu.gov.on.ca/extra/eng/ppm/124a.html>

Appendix

Community Service Log

Sample Form on next page

Sample Record of Community Involvement Activities

This form must be submitted annually to the High School Administration. The information will be placed in the student's Ontario Student Record (OSR) folder.

This section must be completed by you and your parents

Printed Student Name: _____

Grade: _____

Address: _____

Phone: (H) _____ Phone: (C) _____

Student's signature: _____ **Date:** ____/____/____
YYYY / MM / DD

Parent's/guardian's signature: _____ **Date:** ____/____/____
YYYY / MM / DD

Name of Community/Sponsor or Organization: _____

Address: _____

Phone/fax: _____

Email: _____

Supervisor's Name: _____

Description of performed activity: _____

This section must be completed by the supervisor

Supervisor's comments: _____

Completed number of hours: _____

Completion Date: ____/____/____
YYYY / MM / DD

Supervisor's signature: _____ **Date:** ____/____/____
YYYY / MM / DD

For TWS office use only (do not complete this section)

☐ Completion has been noted on the student's Ontario Student Transcript as of this date: ____/____/____
YYYY / MM / DD

This activity has been approved by the HS Administrator as an eligible Activity: YES ☐ NO ☐

Signature of school official: _____ **Date:** ____/____/____
YYYY / MM / DD

This information is being collected pursuant to the Policy/Program Memorandum No.124A under the authority of the Ministry of Education. The information will be used to document the Community Involvement Diploma Requirement.