

COMMUNITY INVOLVEMENT MANUAL



A Primer for Completing the Community Involvement Requirement

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This manual is intended to act as a guide in assisting students and parents navigate through community involvement requirement set out by Ontario's Ministry of Education. The following guiding principles, in conjunction with the list of eligible and ineligible activities, are intended to assist students and parents/guardians in determining whether a planned activity is suitable for the completion of the community involvement requirement.

- It is crucial that the activity be fulfilled in a safe environment and that the activity be determined by the student in consultation with parent(s) or guardian(s).
- The activity must be in the nature of a service or benefit provided by the student to meet a need of the community, or individual members of the community.
- The needs of both the student and the community should be carefully considered in selecting appropriate community involvement activities.
- A contact activity supervisor must be named.
- The activity should provide a learning opportunity for the student.

If you require further assistance do not hesitate to contact Toronto Prep School's Guidance Department or Administration at 416-545-1020 or email your queries to mtsimikalis@torontoprepschool.com or stsimikalis@torontoprepschool.com

Community Involvement

As stated in Ontario Secondary Schools, Grades 9 to 12: Program and Diploma Requirements, 1999 (OSS), every student who begins secondary school during or after the 1999 - 2000 school year must complete a minimum of 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma (OSSD).

Effective July 1, 2011, students are able to start accumulating community involvement hours in the summer before they enter grade 9.



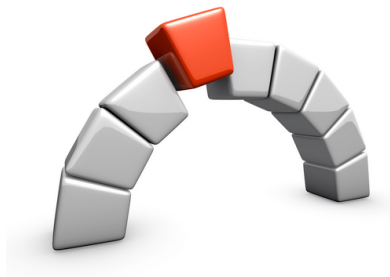
Purpose of Community Involvement

The purpose of the community involvement requirement is to encourage students to develop an awareness and understanding of civic responsibility and of the role they can play in supporting and strengthening their communities. (OSS: page 9). In addition, community involvement can enhance one's self-confidence and self-image, offer networking for future employment, and provide an experience for students to include in their portfolios. In essence, it is about learning to make a difference in the community.

Community life is an important part of the learning experience at Toronto Prep.

Our community service program offers you many opportunities to use your skills and talents to benefit those who need them the most and, in the process, to develop leadership, time management, organizational and other skills that will benefit you in university and in life. It is also a great way to explore possible career options while gaining practical experience, developing professional-level skills and contacts, and practicing the information you have learned in the classroom.

Each year, every Toronto Prep student will be encouraged to volunteer his or her time and service to both the greater community (global service) and the Toronto Prep campus community (Toronto Prep School community service). Upper School students will be asked to perform 15 hours per year, above the 40 hours needed for graduation. Our goal is to have our students reach 100 hours of community involvement. Each student who achieves this goal will be honoured with the **TPS Community Service Award** acknowledging that they have gone above and beyond the minimal standards set by the Ministry of Education and as such created separation between them and the general Ontario high school student population.



When Must Students Complete Community Involvement?

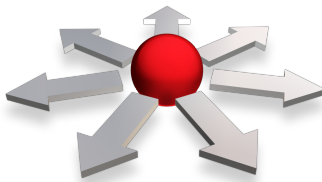
Community involvement activities can be carried out starting in the summer before entering grade 9 and prior to graduation outside of class hours. You may engage in activities during lunch breaks, in the evenings, on weekends, during school breaks, and during the summer months.



Eligible Activities

You will be surprised by all of the interesting community groups and organizations that need and want your help. There is a partial list of possible activities and contacts at the end of this document.

Students will select one or more community involvement activities in consultation with their parents. Selection of activities should take into account the age, maturity, and ability of the student, the location and environment of the proposed activity, and the need for any special training, equipment, and preparation. The safety of the student is paramount. It should be noted that students will not be paid or receive credits towards their OSSD for performing any community involvement activity. A parent is not required to sign a form or to be consulted if the student is 18 years of age or older.



Recording Your Community Involvement

Before starting your volunteer activity please download the Community Involvement Notification and Activity Completion Sheet and obtain the approval of the Guidance Department. Community Involvement Forms are online and through Guidance. Completed forms must be signed and submitted to the school to ensure your community involvement hours are recorded.



Eligible Activities For Community Involvement



What types of activities are eligible for community involvement?

Eligible Activities are volunteer activities that may be counted towards 40 community involvement hours that must be accumulated by students as a graduation requirement. Eligible activities are those activities that provide services to improve the community or well-being of its members and may be performed for not-for-profit organizations.

Where an event or activity does not clearly fall within the guidelines, the principal has the discretion to approve or reject any activity or event that does not conform to the guiding principles and ethical standards for approved areas of involvement for students.

The following list is not exclusive but contains examples of activities that, if within the intent and spirit of the applicable guidelines and ethical standards, are suitable for completion of the community involvement requirement. Many other activities aimed at the betterment of the community may be suitable, providing they abide by the guidelines or guiding principles stated:

- **Not-for-profit Agencies** – includes voluntary activities for any not-for-profit institution or foundation that would not displace a paid worker, volunteer with social service or animal welfare agencies – Red Cross, United Way, Humane Society
- **For-profit agencies** – includes voluntary activities that are charitable-based for any business or organization that would not displace a paid worker.
- **Support for Individuals** – includes any volunteer activity that assists someone who requires assistance with shopping, tutoring, light snow removal (no use of a snow blower), housekeeping, writing letters or transcribing, or involves hospital visitation, voluntary involvement with chronic care, or service as a volunteer reading buddy.
- **Learning Assistance** – includes activities in structured programs that promote tutoring, mentoring, coaching, reading buddies or whose purpose is to help others that require that assistance, assist with literacy initiatives – at local libraries, day care centres, community centres
- **Ethical Contributions** – includes affiliation with a club, religious organization or political organization that seeks to make a positive and ethical contribution to the community or supports ethical works of a global nature
- **Community Projects** – includes participating in food drives or supporting groups such as 4H Clubs, Welcome Wagon or Meals-on-Wheels
- **Community Events** – includes helping to organize winter carnivals, parades and community celebrations
- **Sports/Recreation** – includes coaching and helping to organize Special Olympics, sporting events or games, or volunteering at a recreation centre as a leisure buddy or pool assistant
- **Environmental Projects** – includes participating in community clean-up, flower/tree planting, recycling and neighbourhood beautification projects and activities
- **Volunteer Work with Seniors** – includes assisting in a seniors residence, serving snack, supporting craft activities or participating in visiting and reading programs, volunteer at a seniors' home/centre – visit, read, play cards or board games, take seniors for walks, crafts

- **Youth Programs** – includes assistance with youth programs, March Break programs, Leaders in Training, socializing special needs youth, summer playground activities and camps
- **Religious Activities** – includes participating as a volunteer in programs for children, childminding, Sunday School assistance, clerical tasks and other events
- **Arts and Culture** – includes volunteer organizational assistance at a gallery, performing arts production or in a community library program
- **Committee Work** – includes participating on advisory boards, neighbourhood associations and regional organizations
- **Office/Clerical Work** – includes activities in reception, computer work, and mailings for groups providing charitable or general community benefit
- **Fundraising for Non-Profit Organizations**– includes canvassing, walk-a-thons for community benefit, celebrity games, gift wrapping, gala events and sales for charitable purpose
- **School Community Service** – includes service within the school community that provides benefits to others and takes place outside the time allotted for the instructional program on a school day, such as peer mentoring, tutoring or helping, facilitate school events such as parent information nights – meet and greet visitors, give guided tours, serve refreshments, assist with planning of arts or athletic events – do publicity, set up for track meets, sell tickets, attend coat check, offer technical support
- **Working with Animals** - includes volunteer involvement with animal care, horseback riding programs, or volunteer assistance at a local zoo or petting farm.
- **Health Agencies** – includes volunteering in hospitals, hospices, Canadian Blood Services (volunteering to organize or assist with a blood donor clinic), or donating blood (time required to donate). 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.
- **Law Enforcement Agencies** – includes volunteering for activities sponsored by the police;
- **Political Organizations** – includes engaging in activities related to legitimate and recognized political organizations; municipal, provincial and federal political activities, getting involved in the democratic political process such as scrutineer, canvassing, or campaigning.

Activities not identified on the School's List of Approved Activities must obtain approval from the Principal or Guidance Department before starting the activity. If completed without permission and permission is subsequently denied, the activity or event will not be counted toward the student's community involvement requirement.

Note: 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.

Please note that the Principal nor Guidance are obligated to approve a project at the local level.

Ineligible Activities For Community Involvement



What types of activities are ineligible?

Ineligible Activities are activities that may **NOT** be included in community involvement hours by students as outlined by both the Ministry of Education and by Toronto Prep School. An ineligible activity is any activity that:

- would displace a paid worker;
- would normally be performed for wages by a person in the workplace;
- would pay the students;
- takes place during the instructional program of a school day with the exception of an activity that takes place during the student's lunch breaks or "spare" periods, which is permissible;
- is required as part of a credit course, such as a cooperative education placement, "Take Our Kids To Work", experience in grade 9, job shadowing or the work experience component of a course;
- involves participation in extra-curricular activities at secondary school such as playing on school teams, or any position for which a student stands for school-wide election;
- consists of duties normally performed in the home or personal recreational activities or as seen as part of regular family responsibilities;
- is part of a court ordered community service program, alternative measures program or any diversionary program that uses community service;
- involves the operation of a vehicle, power tools or use of scaffolding;
- involves the administration of any form of medication or medical procedure to other persons;
- involves the handling of substances classified as "designated substances" under the *Occupational Health and Safety Act*;
- requires the knowledge of a tradesperson whose trade is regulated by the provincial government (e.g. electrician);
- involves banking, securities, or the handling of jewellery, works of art, antiques, or other valuables;
- involves a student under 16 in a logging or mining environment;
- involves a student under 15 in a factory environment; and
- involves a student under 14 in any working environment (unless accompanied by an adult).
- involves a for-profit organizations such as private camps, child care centres, or farms;

It should be noted that although being on Student Council is in itself not eligible as community involvement, some of the activities that Student Council members engage in may count towards community involvement.

In addition, Toronto Prep School has deemed that door-to-door canvassing is not an eligible activity for community involvement, except under certain circumstances (i.e. the student is age 16 or older; parental or other responsible adult supervision is provided; and the fund-raising is in support of a recognized charity, excluding for school or religious purposes).

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Roles and Responsibilities

What are the roles and responsibilities of the major participants?

There are five main participants in the Community Involvement process, they are the School, the Principal, the Parents/Guardians, the Student, and the Community Sponsor. Each plays a role with specified responsibilities which are noted as follows:

The School Must:

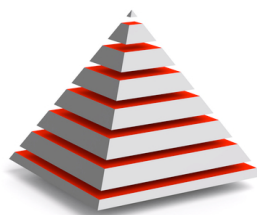
- Implement community involvement activities through the school
- Develop a list of approved community involvement activities
- Ensure awareness of the Ministry of Education list of ineligible activities
- Not approve student participation in any activities that are on the Ministry's list of ineligible activities

The Principal Must:

- Provide information about the community involvement requirement to staff, parents, students, and community sponsors
- Provide students with the forms they will need to complete the community involvement requirement, including the list of approved activities from which to choose
- Determine whether the planned activity is on the approved list
- Give approval if the activity selected is not on the approved list
- Decide whether the student has met the community involvement requirement once the 40 hours has been completed and all documentation has been submitted
- Track hours on the report card and record the requirement as completed on the student's official transcript

The Parents/Guardians Must:

- Provide assistance to their child in the selection of safe nurturing environments for completion of their community involvement activities
- Communicate with the community sponsor and the school principal if they have any questions or concerns
- Sign the "Activity Notification" and the "Completed Activities" sections of the Community Involvement Form if the student is under 18 years of age



The Student Must:

- Before beginning any activity
 - In consultation with their parents, select an activity or activities from the school's approved list, or choose an activity that is not on the list, provided that it is not an activity specified on the Ministry's list of ineligible activities
 - Complete the "ACTIVITY" section of the Community Involvement Form indicating the activity or activities that they plan to do
 - Complete the "LOCATION" section by obtaining the signature of the community sponsor (the contact signature at the bottom indicates the willingness of the sponsor or organization to participate in this initiative)
 - Sign the form and obtain signature of the parent (if the student is under 18 years of age)
 - Have the form verified by the principal or other school contact under the "ACTIVITY NOTIFICATION" to ensure that it describes an approved activity, etc.
 - Obtain written approval from the principal before beginning any activity that is not on the school's list of approved activities
 - Complete the activity
- After completing the activity
 - Obtain necessary verification signatures for the "COMPLETED ACTIVITIES" section of the Community Involvement Form
 - Submit the form to the principal or other school contact upon completion of the 40 hours or at appropriate intervals determined by the principal.

The Community Sponsor Must:

- Sign the student's passport to indicate willingness to sponsor a student and to verify completion of hours
- Provide any training, equipment, or special preparation that is required for the activity (It is crucial that students are able to fulfill their community involvement requirement in a safe environment.)



The Process



1. **Plan**

Students under the age of eighteen should plan an activity in consultation with their parent(s)/guardian(s). The activity must fall within the guiding principles the School has established, and should be identified on the School's list of examples.

2. **Confirm**

Students should confirm the details of the activity with the organizer who will be responsible for the activity.

3. **Describe**

Students must list the activity on the Community Involvement Form. If the activity is not on the Schools list of examples, the student must get approval of their principal or school designate prior to the completion of the hours.

4. **Submit**

Upon completion of the planned activity, students should have the supervisor of the activity print their name and sign in the designated area on the form. The students must then submit the form to the Guidance Department.

My First Steps



My Personal Start-up Plan

Things I should discuss with my parents:

People I can go to for help:

Action Steps:



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COMPLETION OF COMMUNITY SERVICE ACTIVITIES

STUDENT NAME: _____ **PRINCIPAL:** Mr. Steve Tsimikalis

SCHOOL: TORONTO PREP SCHOOL **TELEPHONE:** 416.545.1020

Please submit this form to the school during the last month of the academic year, upon completion of 40 Hours of community involvement activities, or if requested by the Guidance Department and/or Principal. Additional forms can be found in the Guidance Office as well as on the TPS Wiki Site.

| ACTIVITY | # OF HOURS | DATE OF COMPLETION | LOCATION/ADDRESS & TELEPHONE # | SUPERVISOR'S NAME & SIGNATURE |
|----------|------------|--------------------|--------------------------------|-------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Student's Signature

Date

For Office Use Only
☐ Completion has been noted on Student's OST

Parent's/Guardian's Signature

Date

Signature of School Official

Date

Discover Volunteer Opportunities in Toronto

One of the best resources for a quick list of student volunteer opportunities can be found at Volunteer Toronto. Visit their web site at www.volunteertoronto.ca/volunteers or, call 416-961-6888

Here are a few volunteer sites that often carry youth volunteer opportunities in the Toronto area:

The YMCA of Greater Toronto www.ymcagta.org

Charity Village www.charityvillage.com

The United Way www.unitedwaytoronto.com/volunteers/

Toronto Public Libraries www.torontopubliclibrary.ca/support-us/volunteering

Earth Watch www.earthwatch.org

Habitat For Humanity www.torontohabitat.ca

Toronto Wildlife Centre www.torontowildlifecentre.com/volunteer-opportunities

Doing Jewish in Toronto jewishtorontoonline.net/home.do?ch=volunteer

Toronto Youth Volunteer torontoyouthvolunteer.org

Sunnybrook Hospital sunnybrook.ca

