

## Toronto Imperial School Community Involvement

To obtain an Ontario Secondary School Diploma, Toronto Imperial School students must complete 20 hours of volunteering.

- Students must get pre-approval from the school for volunteering activities.
- You may complete your volunteering hours at any point after you have completed grade 8, for students who have already completed hours prior to the start of the program, please make sure you go back to have the activity supervisor fill out the form.
  - Once the activity has been pre-approved, the student will complete the required hours and obtain a signature from the activity supervisor.
  - Once all fields are complete and the minimum number of hours (20) has been completed, students can submit their form to the school office.
  - Students need to ensure they have completed all 20 hours before Graduation.
  - Any questions please contact the school office.



## Notification and Completion of Community Involvement Activities

Student \_\_\_\_\_

Student Number \_\_\_\_\_

Student Telephone \_\_\_\_\_

High School \_\_\_\_\_

Student \_\_\_\_\_

Principal \_\_\_\_\_

Please provide the information requested below about the community involvement activities in which you plan to participate. Submit this form to the school office when you have completed 20 hours of community involvement activities. All activities must be on the eligible list.

Activity	Estimated number of hours	Estimated date of completion	School approval	Completed number of hours	Date of completion	Telephone number, organization & supervisor name (please print)	Supervisor signature & comments
<b>Total</b>							

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

<b>For office use only</b>	
<input type="checkbox"/> Completion has been noted on Student Trillium Record	
_____ Signature of School Official	_____ Date



## *What types of activities are ineligible?*

The ministry has developed a list of activities that may not be chosen as community involvement activities. An ineligible activity is an activity that:

- 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. However, 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 jewelry, works of art, antiques, or other valuables
- consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities
- involves activities for a court-ordered program (e.g., community-service program for young offenders, probationary program)

### ***Liability Insurance***

Sponsors will be responsible for ensuring that their liability insurance will protect students in their involvement in this program. For more information please contact: info@torontoimperial.com

## *What types of activities are eligible?*

Eligible Activities are volunteer activities that may be counted towards 20 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. If an activity does not fall within the categories approved by the school and is not on the list of ineligible activities students must obtain written approval from the principal before beginning the activity.

***Elementary Schools*** – assist with school events, assist School Councils, activities for children;

***Secondary Schools*** – organization and leadership of school activities that benefit the community;

***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;

***Children/Youth Programs*** – assisting with children/youth programs, volunteering in a not-for-profit child care centre or camp;

***Community Organizations*** – assisting with special events, food banks, community support services, shelters, clerical tasks;

***Community Service for Individuals*** – assisting community members in need;

***Environmental Projects*** – flower/tree planting, beautification projects, recycling projects, recycling depot;

***Health Agencies*** – volunteering in hospitals, hospices, Blood Services (volunteering to organize or assist with a blood donor clinic), donating blood (time required to donate);

***Law Enforcement Agencies*** – volunteering for 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;

***Senior Citizens*** – assisting in seniors' residences, providing services for seniors in the community;

***Sports and Recreation*** – coaching, organizing special events, assisting with projects/events; or

***Service-Focused Club Activities*** – activities that expand community service to others beyond the school day (holiday dinner participation, environmental action activities, etc.).

Activities at for-profit organizations such as private camps, child care centres, or farms, will not be eligible.