

COMMUNITY INVOLVEMENT & CHRISTIAN SERVICE

Information Package for Students and Parents

Revised September 2018



*“Each one should use whatever gift he has received to serve others,
faithfully administering God’s grace in its various forms.”*

1 Peter 4:10

INTRODUCTION

Every student who begins secondary school in Ontario will be required to complete 40 hours of community involvement in order to receive a diploma. The purpose of this requirement is to encourage students to develop an understanding of the various roles they can play in their community and to help them develop a greater sense of belonging within the community. Within our Catholic high schools, we consider community involvement to be an act of Christian service which is motivated and inspired by the Gospel call to service and community building.

Students will select Community Involvement & Christian Service 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.**

Students may begin fulfilling the Community Involvement & Christian Service graduation requirement during the summer before entering their grade 9 year. Students are encouraged to complete their mandatory 40 hour requirement by the end of their grade 10 year. Students will not receive their Ontario Secondary School Diploma if the 40 hour requirement is not met.

Students will not be paid for performing any community involvement activity.

Students must complete their activities outside normal instructional hours.

Activities are to take place after school, on weekends, during school holidays, or during students' designated lunch hours and "spares".

ROLES & RESPONSIBILITIES OF THE SCHOOL BOARD

The Northeastern Catholic District School Board is responsible for the implementation of community involvement activities through its secondary schools. A list of approved community involvement activities has been developed by the Board in conjunction with local school councils, the Special Education Advisory Committee, and the Board's insurer. This list is included in this information package, along with a list of activities that the Board and the Ministry of Education has stated are ineligible.

The Board will not approve student participation in any activities outlined on either the Board or Ministry ineligible list.

ROLES & RESPONSIBILITIES OF SECONDARY SCHOOL PRINCIPALS

Principals are required to provide information about the community involvement requirement to parents, students, and community sponsors. Principals are also required to provide students with the information and forms they will need to complete the community involvement requirement, including the Board's list of approved activities from which to choose. Based on the documentation submitted, the principal will decide whether the student has met the community involvement requirement.

Once approved by the principal, completion of the community involvement requirement is recorded on the student's official transcript.

ROLES AND RESPONSIBILITIES OF PARENTS

Parents are expected to encourage and support their child's developing awareness of Christian and civic responsibility. Parents should assist their child in the selection of their community involvement activities.

Parents are also encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns.

Parents must authorize all Community Involvement hours if the student is under the age of eighteen years.

ROLES AND RESPONSIBILITIES OF STUDENTS

In consultation with their parents, students will select activities from the Board's list of eligible activities. If the activity is not on the Board's list of approved activities, the student must obtain written approval from the principal before beginning the activity. Students may not choose activities that are specified on the Ministry's or Board's lists of ineligible activities.

As part of their engagement in Community Involvement and Christian Service activities, students will participate in planning appropriate activities to set goals for completion. This information will be recorded on the Planning for Community Involvement and Christian Service form. This form must be signed by the student (and by a parent if the student is under eighteen years of age).

Students are responsible for planning, tracking, and documenting all Community Involvement and Christian Service activities. Students may use the online program Hour Republic or the print version of the Completion of Community Involvement and Christian Service form.

At all times, all students are expected to complete service activities in a manner consistent with the Northeastern Catholic District School Board's gospel values.

As ambassadors of their school and the NCDSB, students are expected to:

- show respect for their sponsors and their workplaces;*
- be punctual;*
- dress appropriately and be well groomed;*
- display good manners;*
- listen and follow instructions;*
- seek clarification of instructions when in doubt;*
- enact the ability to maintain confidentiality.*

ROLES AND RESPONSIBILITIES OF SPONSORS IN THE COMMUNITY

One of the purposes of the community involvement requirement is to develop strong ties between the students and their community, fostering valuable and long-term relationships. It is crucial that students are able to fulfil their community involvement requirement in a safe environment.

The person overseeing the student's activity must verify the date(s) and the number of hours completed through the online program Hour Republic or on the printed Completion of Community Involvement and Christian Service form.

The NCDSB expects that all community sponsors will provide students with appropriate instructions and training, ensure safety precautions are in place, and supervise student volunteers.

INSURANCE

The Northeastern Catholic District School Board liability insurance protects students who are performing volunteer work for organizations while they are performing their required forty hours of community service.

Community sponsors are also protected by the Board's liability insurance for claims that arise out of our students' volunteer activities.

Community sponsors are responsible for ensuring that their liability insurance will protect them for their involvement in this program.

The NCDSB's insurance does not provide coverage for the negligence of the community sponsors. It also does not cover students beyond the 40 hour requirement.



*Love cannot remain by itself ... it has no meaning.
Love has to be put into action, and that action is service.*

Mother Theresa

Northeastern Catholic District School Board List of *Ineligible* Activities

- Any type of baby-sitting or child-minding;
- Maintenance tasks (e.g. yard work, cleaning) performed for able-bodied people who can do the work themselves;
- Helping a relative whom you should assist out of normal family obligations (e.g. (grand)parents, aunts, uncles, etc.);
- Any activity for a for-profit business;
- Any activity that will provide direct personal gain (e.g. fundraising to offset travel or other expenses);
- Simple claims of membership in a school or community club;
- Any activity considered contrary to the moral teachings of the Catholic Church;
- Participation in performance arts events or athletic competitions *unless* all proceeds will be donated to a recognized charitable organization. Time spent practicing for a charitable performance or competition is also *not* eligible.

Ontario Ministry of Education List of *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. cooperative education portion of a course, job shadowing, work experience);
- takes place in a logging or mining environment, if the student is less than sixteen years of age;
- takes place in a factory, if the student is less than fifteen years of age;
- takes place in a workplace other than a factory, if the student is less than 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 classified as “designated substances” under the Occupation Health and Safety Act;
- requires the knowledge of a trades person as 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 (e.g. daily chores) or personal recreational activities;
- involves a court-ordered program (e.g. community service program for young offenders, probationary program).



Northeastern Catholic District School Board List of *Eligible* Activities

REMINDER: Eligible activities are *non-paid* and *occur outside of scheduled instructional* time.

In planning activities, students and their parents/guardians are expected to review the lists of eligible and ineligible activities to make appropriate decisions.

If students are unsure if their desired activity will qualify, they must review their idea with the guidance department PRIOR to completing the service.

The following list provides examples of acceptable Community Involvement and Christian Service activities.

ARTS, CULTURE & COMMUNITY EVENTS	Work focused on delivering non-profit events meant to benefit the wider community. Events might include parades, pow-wows, concerts, fairs, cultural festivals, museum activities, community library programs, charitable performing arts productions, etc.
CHARITABLE FOUNDATIONS & OUTREACH ORGANIZATIONS	Work focused on providing service and support to local food banks, homeless shelters etc. Work might also include assisting charities with fundraising activities.
SPORTS & RECREATION	Work centred on coaching or otherwise helping to organize or host sporting events (practices, games, tournaments, etc.) for non-profit associations.
ENVIRONMENTAL PROJECTS	This involves participating in community clean-up events as well as general beautification projects and activities (e.g. building a community garden, etc.).
WORK WITH SENIORS	This involves volunteer service in a seniors' residence or nursing home. It may include helping with recreational activities or participating in visitation and reading programs.
COMMITTEE WORK	This includes unpaid participation on advisory boards, neighbourhood associations, and regional / provincial / national associations.
RELIGIOUS ACTIVITIES	This includes helping deliver sacramental preparation or children's liturgy programs, assisting at special events, or being an altar server, lector, or Eucharistic minister.
YOUTH PROGRAMS	This includes assisting in the operation of non-profit youth programs such as Scouts, Guides, YMCA, Science Timmins, school breakfast programs, tutoring programs, etc.
CLERICAL WORK	Work focused on completing office tasks for non-profit groups or organizations. It may include making phone calls, creating documents, filing, maintaining a website, etc.
WORK WITH ANIMALS	Work focused on assisting with animal care and / or providing program support for non-profit organizations such as humane societies, therapeutic riding associations, etc.
INDIVIDUALS REQUIRING ASSISTANCE	This includes activities performed for non-family members who cannot complete the tasks independently. This may include light yardwork, housekeeping, running errands, etc.
SCHOOL SERVICE	This includes organizing and assisting with school-based activities occurring outside scheduled class time.



In line with our Catholic faith call to service, students are encouraged to volunteer beyond the 40 hour requirement. Additional hours will not be tracked at the school level.

VOLUNTEER OPPORTUNITIES IN THE TIMMINS AREA

Organization	Telephone Number
Alzheimer Society of Timmins-Porcupine District Inc.	705-268-4554
Canadian Hearing Society	705-268-0771
Canadian National Institute for the Blind	705-264-2312
Canadian Red Cross Society	705-267-4900
Chateau Georgian Retirement Residence	705-267-7935 Ext 222
Cochrane District Community Care Access Centre	705-267-7766 Ext 4589
Diabetes Canada, Timmins & District	705-267-1191
Downtown Timmins BIA	705-264-8733
Extendicare Timmins	705-531-3222
Golden Manor Home for the Aged	705-360-2644 Ext 4512
Multiple Sclerosis Society of Canada, Timmins	705-268-8631
Porcupine United Way	705-268-9696
Project Love c/o Mountjoy United Church	705-579-2302
Rotary Club of Timmins-Porcupine	705-360-6075
South Porcupine Food Bank	705-235-3450
Spruce Hill Lodge	705-235-8200
St. Martin de Porres Timmins Food Bank	705-264-0953
St. Mary's Gardens Mature Lifestyle Community	705-267-5000 Ext 8005
St. Vincent de Paul Society Thrift Store	705-264-1609
Timmins and District Humane Society	705-264-1816
Timmins Family YMCA	705-360-4381
Timmins Misiway Milopemahtesewin Community Health Centre	705-264-2200
Tourism Timmins	705-360-2600 Ext 3785

Christian Service Opportunities

Contact our Pastoral Care Worker, Mr. Mike Buhler, for more information.

- T.O.O.L.S. Trip
- "Think Fast!" for Development & Peace
- Amnesty International Activities
- Community Clean-up Activities
- Contributing as a Church Choir member, Altar Server, Reader, Sunday School teacher, etc.
- Other contributions to Parish life (e.g. fundraising, helping at social events, light yard maintenance, etc.).

Information about upcoming volunteer opportunities is regularly communicated to students from Student Services.

This list includes only some of the volunteer opportunities available in our community.

If you choose to complete a volunteer activity that is not on this list, please check with a guidance counselor BEFOREHAND to ensure that your volunteer hours meet both Ontario Ministry of Education and NCDSB requirements.

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Planning for Community Involvement and Christian Service

Students are encouraged to develop a Community Involvement and Christian Service Action Plan.
 This plan should be created in collaboration with parents / guardians and reviewed regularly.
 The template below may be used for planning purposes.

	ACTIVITIES THAT INTEREST ME	ORGANIZATIONS / PEOPLE I CAN VOLUNTEER WITH	CONTACT INFORMATION	OTHER IMPORTANT INFORMATION
ARTS, CULTURE & COMMUNITY EVENTS				
CHARITABLE FOUNDATIONS & OUTREACH				
SPORTS & RECREATION				
ENVIRONMENTAL PROJECTS				
WORK WITH SENIORS				
COMMITTEE WORK				
RELIGIOUS ACTIVITIES				
YOUTH PROGRAMS				
CLERICAL WORK				
WORK WITH ANIMALS				
INDIVIDUALS REQUIRING ASSISTANCE				
SCHOOL SERVICE				

Tracking Community Involvement & Christian Service

Students are responsible for keeping track of their volunteer hours and submitting them for approval.

Students must provide the required documentation in order for a volunteer activity to count towards the Community Involvement & Christian Service graduation requirement.

Completed Community Involvement & Christian Service activities should be submitted via Hour Republic (online software to which students have direct access from their NCDSB eHUB accounts).

Students are encouraged to use the following tracking template for each volunteer activity they complete. It will ensure that they have all the information that needs to be inputted into Hour Republic.

NCDSB Community Involvement & Christian Service Tracking

Name of Organization:	
Supervisor (Contact Name):	
*Supervisor Signature: (See note below.)	
Contact email:	
Contact phone #:	
Start Date:	
Completion date:	
Total Hours volunteered:	
Brief description of Volunteer Activity:	

*A supervisor's signature is not required as long as the student submits their hours via Hour Republic.

In rare cases (e.g. activity supervisor does not have email access), submission via Hour Republic may not be possible. In such situations, students must obtain the signature of the person who supervised them during the volunteer activity.

The student would then submit this completed page to the Student Services / Guidance secretary.

HOUR REPUBLIC

Hour Republic is an easy to use online tool that tracks all of your Community Involvement & Christian Service hours and activities. You can learn more about **Hour Republic** by accessing the following website <https://hourrepublic.com/en/> or watching the video at <https://goo.gl/DjLbyG>.

Creating and Using an Hour Republic Account

Step 1: Make sure you have a parent / guardian's email address, phone number, and postal code.

Step 2: Log in to your NCDSB eHUB account (<https://ncdsb.elearningontario.ca>) account using Chrome or Firefox.

Step 3: Click on the Hour Republic logo. This will bring you directly to your Hour Republic account.

Step 4: Complete the One-Time Registration.

- Your name, school email, and student ID will auto populate.
- Enter your school board as **Northeastern CDSB**.
- Enter your school (ex. **O’Gorman High School**).
- Enter the year you started high school (ex. **2017**).
- Enter your birthdate in **yyyy/mm/dd** format.
- Select a gender choice from the given list.
- Enter your postal code.
- Check the User Agreement box.
- Press **REGISTER** to complete your registration.



Step 5: Once registered (and on future visits to Hour Republic) you will land on the Volunteer Dashboard. From the Volunteer Dashboard you will be able to add completed hours.

Step 6: You need to add Parent / Guardian information to your account.

- From your dashboard, click on **Settings**.
- Then, click the **Parent / Guardian** button.
- Enter your parent/guardian information (first and last name, email address, phone number).
- Then click **SAVE**.

Step 7: Once your parent / guardian information is inputted, you can begin adding hours.

- Click on **Volunteer** in the top menu.
- Then click on **Add Hours**.
- Enter the organization name, supervisor name, supervisor email, and supervisor phone number.
- Make sure the activity date(s) and the number of hours completed are entered accurately.
- Click **SAVE** when done.

Repeat Steps 2, 3, and 7 each time you have volunteer hours to submit.

Step 8: Once you have submitted volunteer hours, your supervisor will get an email asking them to verify your hours. For this reason, it's very important that you enter valid information for your supervisor. Until verification is received, your dashboard will indicate that you have hours pending. Once your supervisor confirms your hours, Student Service / Guidance will be alerted to add them to your total.

More information about using **Hour Republic** is available from Student Services / Guidance.