



# TAIE International Institute Community Involvement Package

## **Community Involvement Hours are:**

- A requirement for an Ontario Secondary School Diploma
- Volunteer activities

## **In this package, you will find:**

- **Community Involvement Activity Notification and Completion Sheet**  
*To record your hours*
- **Individual Assessment Form**  
*To summarize your community involvement hours*
- **Lists of Eligible and Ineligible Activities**  
*To help you choose approved activities*
- **List of Recommended Placements for Community Involvement**  
*To complete your Community Involvement hours at approved places*
- **Information on the Community Involvement Diploma Requirement**  
*To know more about your role and responsibilities*

Ask Kirstie (Student Activity Coordinator) if you have any questions



## TAIE International Institute

399 Church St., Toronto, Ontario Canada M5B 2J6  
Phone: (416) 368-2882 Fax: (416) 955-0023

### Information on the Community Involvement Diploma Requirement

(Ontario Secondary School Diploma Requirement: Community Involvement Activities in English-Language Schools, Policy/Program Memorandum No. 124a Issued under the authority of the Deputy Minister of Education)

#### Introduction

Effective September 1, 1999, 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.

This document provides information on the community involvement diploma requirement for students and parents, as well as for the persons and organizations who are asked by students to sponsor a particular community involvement activity.

Each student's past record will be individually assessed by the Executive Vice-Principal who will determine the number of community involvement hours required to meet the 40 hours minimum for the awarding of the Ontario Secondary School Diploma (OSSD). This determination will take place at the same time as the consideration of past academic records used for establishing credit equivalencies. The determination will be noted on the student's *TAIE Community Involvement - Individual Assessment Form*.

Upon completion of the required 40 hours of community involvement, the Admission Officer will ensure that this information is noted on the Ontario Student Transcript (OST).

Students will select one or more community involvement activities in consultation with their parents and the guidance department. 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 for performing any community involvement activity.

A parent is not required to sign a form or to be consulted if the student is eighteen years of age or older.

## **Roles and 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 ministry's list of approved activities from which to choose. After a student completes the required hours of community involvement and submits all documentation of their completion to the school, the principal will decide whether the student has met the community involvement requirement and, if so, will record it as completed on the student's official transcript.

## **Roles and Responsibilities of Students**

In consultation with their parents, students will select an activity or activities from the board's list of approved activities, or choose an activity that is **not** on the list, provided that it is not an activity specified on the ministry's lists of ineligible activities. If the activity is not on the ministry's list of approved activities, the student must obtain written approval from the principal before beginning the activity.

Before beginning any activity, students will provide the principal or other school contact with a "Community Involvement Activities Notification and Completion Sheet" form indicating the activity or activities that they plan to do. This form must be signed by the student, and by his or her parent or guardian if the student is under eighteen years of age. More than one such form may be submitted when additional activities are planned that were not included on a previously submitted form.

A "Community Involvement Activities Notification and Completion Sheet" form must be completed by the student, the student's parent or guardian (if the student is under eighteen years of age), and the community sponsor (that is, the person or organization that provided the community involvement opportunity for the student). The student must submit the form to the principal or other school contact upon completion of the required hours determined by the principal.

## **Roles and Responsibilities of Parents or Guardians**

Parents or guardians should provide assistance to their child in the selection of their community involvement activities. Parents or guardians are also encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns. A parent or guardian must sign the "Community Involvement Activities Notification and Completion Sheet" form if the student is under the age of eighteen years.

## **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. Persons and organizations within the community may be asked by the student to sponsor a community involvement activity. Any training, equipment, or special preparation that is required for the activity should be provided by the person or organization. It is crucial that students are able to fulfill 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 on the "Community Involvement Activities Notification and Completion Sheet" form.

### **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. Other activities not on this list may be eligible. Check the Ineligible Activities List.

#### **Community Activities**

##### Fundraising

- canvassing, walk-a-thons, celebrity games, gift wrapping, gala events, flower sales

##### Sports/Recreation

- coaching, Special Olympics, leisure buddy, summer games, pool assistant

##### Community Events:

- winter carnival, summer fair

##### Environmental Projects

- community clean-up, flower/tree planting, recycling program

##### Senior's Residence

- serving snacks, helping with crafts, portering, visiting, reading

##### Committees

- advisory board, neighborhood associations, regional associations, student trustee

##### Community Projects

- food banks, support services for seniors or the house bound, 4H Club, seasonal events

##### Religious Activities

- babysitting, youth activities, children's programs, special events, clerical tasks

##### Clubs and Youth Organizations

- volunteering activities organized by these groups. Membership alone is not eligible

##### Children/Youth

- drop-in centres, breakfast programs, after school programs, March Break programs, leaders in training, summer playgrounds and camps, child care centres

##### Office/Clerical

- reception, computer work, mailings, newsletters, pamphlet delivery

##### Animals

- animal care, horseback riding program

##### Arts/Culture

- galleries, playing music, library, museums and heritage sites

#### **School Activities**

Organizing and assisting with school activities

School arts show, sports meets, drama festival, fundraiser, food drive, science fair

Special events as authorized by the principal

#### **Activities for Individuals Requiring Assistance**

Home maintenance for seniors (refer to Ineligible Activities List)

Shopping for shut-ins

Recreational activities designed for those with special needs

### **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., Co-operative Education, any portion of a course, job shadowing, work experience)

takes place during the time allotted for instructional program on a school day. However, an activity that takes place during a 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 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.

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 the activities for a court-ordered program (e.g., community service program for young offenders, probationary program)

involves simple membership in a school or community club.

is part of a Community Service Day during regular scheduled class time.

## List of Recommended Placements for Community Involvement

To complete community involvement requirements, student may work in a variety of settings, including not-for-profit organizations, public sector institutions and informal settings. The school is not directly involved in finding placements for students or in monitoring students as they complete their work. Students should plan the activities in advance, contact the sponsoring organizations and provide the required documentation of eligible hours to the school. Please refer to the lists of eligible and ineligible activities as a guide to make an appropriate selection and also take advantage of the excellent placements recommended by the school as follows:

**Name of organization:** Good Shepherd Ministries

**Description of roles:** preparing food in the kitchen, serving food to homeless people, helping with other assigned work

**Address:** 412 Queen Street East, Toronto, Ontario M5A 1T3

**Phone number:** (416) 869-3619

**<http://www.goodshepherd.ca/>**

**Name of organization:** Riverdale Art Walk (June 3 & 4, 2017)

**Description of roles:** information booth; registration, load-in and load-out of exhibition, etc

**Address:** 870 Queen St. East Toronto, Ontario

**Phone number:** (416) 465-0302 **Email:** [angela@artistsnetwork.ca](mailto:angela@artistsnetwork.ca)

**<http://www.artistsnetwork.ca/Content/Uploads/Files/19d3ee25-9996-4055-9be5-aca8f35801ce.pdf>**

**Name of organization:** Art Heart Community Art Centre

**Description of roles:** setting up art activities, engaging people in the art activities and cleaning up supplies

**Address:** 237 Sackville St. Toronto, Ontario M5A 3G1

**Phone number:** (416) 203-0034

**<http://www.artheart.ca/>**

**Name of organization:** Daily Bread Food Bank

**Description of roles:** food sorting, warehouse organizing, food distribution

**Address:** 191 New Toronto Street, Toronto, Ontario M8V 2E7

**Phone number:** (416) 203-0050

**<http://www.dailybread.ca/>**

**Name of organization:** Light & Love Home in Toronto

**Description of roles:** tutoring in various subjects, organizing field trips and events

**Address:** 793-795 Dundas St. West, 2/F, Toronto, ON M6J 1V2

**Phone number:** (416) 362-5028

**<http://llhome.ca/>**

**Name of organization:** Toronto Intergenerational Partnerships

**Description of roles:** interactive social and recreational activities with seniors

**Address:** Various locations

**Phone number:** (416) 531-8447 **<http://www.tigp.org/>**

**Name of organization:** TAIE International Institute – Community Gardening Program  
**Description of roles:** A club to improve TAIE’s green space on the third floor terrace every Saturdays once per month.  
**Address:** 296 Parliament Street, Toronto, Ontario, M5A 3A4  
**Contact Person:** Mr. Jason Oakley  
**Email address:** Jason.oakley@utoronto.ca

**Name of organization:** Ambassadors For Christ In Canada  
**Description of roles:** Sandwich Run, youth activities, special events  
**Address:** Unit 12, 70 Gibson Drive, Markham, ON, Canada L3R 4C2  
**Contact Person:** Eppie Ho  
**Email address:** [eppie@afccanada.org](mailto:eppie@afccanada.org)  
**Website:** <http://www.afccanada.org/>  
**Phone Number:** 647-983-0115

**Name of organization:** Toronto Jane’s Walk  
**Description of roles:** Jane’s walk is a movement of free, citizen-led walking tours inspired by Jan Jacobs. The walks get people to tell stories about their communities, explore their cities, and connect with neighbours.  
**Address:** Jane’s Walk, 170 Bloor St West, Suite 903, Toronto, ON M5S 1T9, CANADA  
**Website:** <http://janeswalk.org/canada/toronto>  
**Email Address:** [info@janeswalk.net](mailto:info@janeswalk.net)  
**Contact Person:** Aarani Sivasekaram **Phone Number:** 647-629-2330

**Name of organization:** Han Dong MPP-Trinity Spadina Constituency Office  
**Description of roles:** phone/door Canvassing  
**Website:** [http://www.ontla.on.ca/web/members/members\\_detail.do?locale=en&ID=7286](http://www.ontla.on.ca/web/members/members_detail.do?locale=en&ID=7286)  
**Contact person:** Nick Mo  
**Email:** [yunsongyunlai@gmail.com](mailto:yunsongyunlai@gmail.com)  
**Phone Number:** 416-875-3598

**Name of organization:** St. Paul’s Bloor St. Anglican Church  
**Description of roles:** making after school snacks for children  
**Website:** <http://www.stpaulsbloor.org/>  
**Contact Person:** David Kirk McCleary  
**Phone Number:** 416-961-8116 ext. 237

**Name of organization:** TAIE Peer Mentoring  
**Description of roles:** helps the other student as needed, such as: homework help, English speaking help, help getting to class on time, etc  
**Contact Person:** Colin Sinclair

**Name of organization:** Art Walk in the Square  
**Description of roles:** This is a great way to earn community service hours or add something interesting to your CV. Meet others who are interested in fine art, and work with a great team in preparing for and supporting the first outdoor art show of the season. Join our team, which includes

a wide range of people from students and emerging artists to professionals. Positions available, but not limited to:

- Assisting with the load-in and load-out of the exhibition
- Artist support during the exhibition
- Information Booth and artist registration
- Pre-exhibition postering and event guide distribution (ongoing)

**Website:** <http://www.artwalksquare.ca/volunteers/>

**Name of organization:** Journey to Conquer Cancer (with the Princess Margaret Cancer Research Centre)

**Description of roles:** set up of the event and fundraise activities.

**Website:** <http://runorwalk.ca/Home.aspx>

**Address:** The Princess Margaret Cancer Foundation

Ontario Power Generation Building

700 University Ave, 10th Floor Toronto, ON M5G 1Z5

**Email:** [runorwalk@thepmcf.ca](mailto:runorwalk@thepmcf.ca)

**Phone Number:** 416-946-6584 (open 9am - 5pm Monday to Friday)

*\*\*Please note: Volunteer activities done with another school will not be accepted. If you do any volunteer activities with a school apart from TAIE, it will not be counted toward your hours.*



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## Community Involvement Activity Notification and Completion Sheet

Student name: \_\_\_\_\_

Student number: \_\_\_\_\_

**Instructions:** Please provide the information requested below about the community involvement activities in which you plan to participate. Is each activity identified on the school's list of approved activities? If "Yes," see Guidance for approval; if "No," you must obtain written approval from the principal before starting the activity.

Assessed hours \_\_\_\_\_ Guidance signature for approval: \_\_\_\_\_

**Each record must include all information requested and must be signed by the person supervising the activity, otherwise the hours will not be recognized.**

Brief Description of Activity	Total Hours Completed	Date of Activity	Name of Organization	Supervisor Phone Number and Email Address	Supervisor Name and Signature	Office Use Only	
						Guidance Signature	P/V.P. Signature

**Please submit this form to the school when you have completed the community involvement activities described above.**

Student signature: \_\_\_\_\_ Parents or guardians signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Personal information on this form is collected under the authority of the Education Act and Municipal Freedom of Information and Protection of Privacy Act, and will only be used to document completion of community involvement hours. The information on this form is confidential and access will be limited to those employees who have an administrative need, the student, and parent(s)/guardian(s) of a student who is under eighteen years of age

