



Homeroom Teacher: _____

St. Marguerite d'Youville S.S. Community Service Hours Submission Form

Students must complete 40 hours of community service as an Ontario Secondary School Diploma Graduation requirement.

Before beginning your service, please ensure the organization you are volunteering at is a school approved organization. You can check the school website for information: <http://www3.dpcdsb.org/DYOUV/guidance-courses> or contact your counsellor.

Volunteer hours must be done for a charity or a non-profit organization that has a Charity Registration Number registered with the Canada Revenue Agency (CRA). A list of pre-approved organizations is included on the school website. If you would like to volunteer at an organization not on the list, please contact your guidance counsellor. Once approved, you are free to complete your community hours with that organization.

Reminder! The organization must be approved *before* you start your hours as eligibility is determined by the school.

Student's Name: _____ Student # _____

Name of Organization: _____ Charity Reg. # : _____

Address of Organization: _____

City : _____ Postal Code: _____ Phone Number: _____

Start Date: _____ End Date: _____ Total Hours: _____

Description of activity/duties: _____

Signature of Parent/Guardian (if student is under 18): _____

This is to certify that _____ has completed _____ hours.
First Name of Student Last Name of Student Number -- e.g. 6 (six)

Name of Supervisor (Print clearly): _____

Position or Title : _____ Signature of Supervisor: _____

Phone Number: _____ email: _____

Add an official stamp or seal of the charity/non-profit organization here.

This form will not be processed without the official stamp or seal of the charity/non-profit organization. Alternatively, you can submit a letter on *official letterhead* from the charity/non-profit including all of the information on this form.

To be completed by the guidance counsellor:

This certifies that _____ community hours have been entered into the student's record/file.

Signature of Guidance Counsellor: _____ Date Entered: _____

St. Marguerite d'Youville S.S.

Community Service Hours (CSH) Submission Form Guidelines

It is very important that all students and parents/guardians read and understand all of the following information regarding community hours, before students begin their community service.

Students must complete 40 hours of community service as a graduation requirement for the Ontario Secondary School Diploma (OSSD), as mandated by the Ministry of Education of Ontario. Students will not earn an OSSD, nor will they be able to proceed to university or college, unless this requirement is met. Students are encouraged to complete their 40 hours *as soon as possible*. Students may begin to accumulate community service hours in the summer before Grade 9, beginning in July. Leaving completion and submission of community hours until Grade 12 might jeopardize graduation and/or post-secondary plans.

At St. Marguerite d'Youville Secondary School, community hours must be done for a non-profit/charitable organization outside of the regular school day. A non-profit/charitable organization exists to help others and should be registered with the Canada Revenue Agency. Examples include the following: publicly funded school, hospital, church or place of worship, library, food bank, service organization, charitable foundation, cultural organization. The requirement that students complete their hours for a non-profit/charity is in line with the Dufferin-Peel Catholic District School Board position that the community service project is a *Christian call to serving others*.

Community Service Hours (CSH) DOs...

- ✓ Choose an organization from the List of Approved Organizations or CRA Registered Charity;
- ✓ **If you would like to volunteer with an organization that is not pre-approved, please see your guidance counsellor for approval before you begin.**
- ✓ Obtain your parent/guardian's permission if you are under the age of 18;
- ✓ Print the Community Hours Form, and make sure that your chosen organization is aware of what you require as documentation of completed hours;
- ✓ Complete your community hours in a reasonable and timely manner ***outside of the regular school day***;
- ✓ Submit your documentation as soon as you have completed your community hours, and ensure that the documentation includes all of the required information and an authentication. It is recommended that you submit your completed community hours by June 1st of each year or by April 1st of your graduating year.
- ✓ Understand that the principal or guidance counsellor has the right to refuse all community hours that do not fall within the guidelines;

Community Service Hours (CSH) DON'Ts...

- ✗ Show up to an organization or event without making arrangements or making sure it is school approved ;
- ✗ Complete hours at a commercial business. Any activity which would normally be performed for wages in the workplace is ineligible;
- ✗ Complete hours with an individual not organization (e.g. parent, relative, neighbour, friend). For example, babysitting free of charge for a neighbour does not qualify for community service;
- ✗ Miss school to complete CSH. Community hours cannot be done during the school day (unless they are done on lunch or spare). They cannot be done during instructional time or as part of a class/course requirement;
- ✗ Submit inflated or unreasonable hours, counsellors will confirm the timelines and/or hours completed;
- ✗ Wait until Grade 12 to begin your hours. For graduating students who wish to be eligible to participate in graduation activities (e.g. Prom, Graduation Ceremony), the deadline for submitting community hours is April 1st. If you wait until the last few months of school – you are putting your graduation AND post-secondary plans at risk!

If you have questions about the above Guidelines, please see your counsellor.