



Father Michael Goetz Catholic Secondary School

Community Service Hours (40 Hours)

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: Once you and your parents/guardians have read and understood all of the following information,

- 1. choose an organization from the List of Approved Organizations;*
- 2. if you would like to see an organization added to the list, submit to your guidance counsellor a completed "Request for Addition of Organization to List of Approved Organizations for Community Hours" (found on school website), and wait to see if approval is granted;*
- 3. understand that the principal or designate (viz. guidance counsellor) has the right to refuse all community hours that do not fall within the guidelines;*
- 4. obtain your parent/guardian's permission if you are under the age of 18;*
- 5. print the Community Hours Form, and make sure that your chosen organization is aware of what you require as documentation of completed hours;*
- 6. complete your community hours;*
- 7. obtain 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;*

***NOTE:** Documentation must be either the Community Hours Form with the official stamp/seal of the organization OR a letter, including all of the required information, on the official letterhead of the organization.*

- 8. submit authenticated documentation to your guidance counsellor ASAP for entry into your school record/file.*

- 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 hours in the summer after Grade 8, beginning in July. It is strongly recommended that students who have not completed their community hours by the end of Grade 10 – and submitted authenticated documentation to their guidance counsellors – do so by the end of Grade 11. Leaving

completion and submission of community hours until Grade 12 might jeopardize graduation.

- At Father Michael Goetz Secondary School, community hours must be done for a non-profit/charitable organization. A non-profit/charitable organization exists to help others; it does not exist for financial profit. Examples include the following: publicly funded school, hospital, church, 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*.
- Students must make arrangements with one of the organizations on the List of Approved Organizations.
- Community hours cannot be done for a commercial business. Any activity which would normally be performed for wages in the workplace is ineligible.
- Community hours cannot be done for an individual (e.g. parent, relative, neighbour, friend). For example, babysitting free of charge for a neighbour does not qualify for community service.
- Students must volunteer their time and cannot be paid for community hours.
- 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.
- *The guidance counsellor will enter into the student's school record/file only the 40 community hours which are required for graduation. A student who wishes to do more for any reason (e.g. scholarship or award purposes, post-secondary personal information form, job experience, resume information, etc.) is welcome to do so, but it is the student's responsibility to keep his/her authenticated documentation in a portfolio that can be submitted to the guidance counsellor later on, should the student wish to be considered for scholarships/awards, require a reference letter, etc. It is expected that the documentation in the portfolio fulfils the school's requirements (i.e. Community Hours Form with official stamp/seal of organization or letter, including all of the required information, on official letterhead of the organization).*
- 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 the last Friday in March of the graduating year. Given that Grade 12 is a very busy and demanding year, *it is strongly recommended that students complete the community service requirement as early as possible – if not by the end of Grade 10, then at least by the end of Grade 11.*
- If you have any questions, consult your guidance counsellor *prior* to beginning your community hours.