



## Community Contribution Component 2006-2007 Guidelines (Interim Edition, July 2006)

*(Acknowledgment and thanks to the Ontario Ministry of Education who granted permission to use and adapt components of their policy)*

### Introduction

This document outlines the rationale of the community contribution component, types of activities considered eligible and ineligible, and the procedure for managing it as part of Career Development 2201.

### The Rationale

The purpose of the community contribution requirement is to encourage students to develop awareness and understanding of civic responsibility and of the contributions they can make in supporting and strengthening their communities. Fulfillment of community contribution activities is a compulsory component of graduation requirements in other jurisdictions in Canada and having them become part of our provincial senior high graduation requirements has been met positively by stakeholders at all levels of education in the province. Students entering Level I in 2005-2006 will follow new graduation requirements that require them to complete the Career Development 2201 course and an accompanying community contribution component. The community contribution component will involve students completing a minimum of thirty (30) hours of volunteer activity over the duration of the course year.

The importance of providing clear guidelines to the school community that will facilitate the successful implementation of the community contribution component has been recognized by the Department of Education. The suggested guidelines are based on the review of current practices in other parts of Canada, and the feedback received from pilot teachers and community partners.

The remainder of this document suggests guidelines and procedures provided as a starting point for schools and have been adapted from the Ontario Ministry of Education.

### Eligibility Guidelines

Below are listings of eligible and ineligible community contribution activities that have been compiled for usage in Career Development 2201. Students and parents must be informed of the eligible and ineligible activities **prior** to commencement of any volunteer activity. The Career Development 2201 curriculum guide includes specific curriculum outcomes that address the topic of community contribution. The guide will assist to ensure there is a clear understanding by the student of the intent of such activity.

#### Eligible Activities

Eligible activities are non-paid, outside of class time volunteer activities. These activities are **not** to be used for evaluation purposes in a course (e.g., Cooperative Education, Ensemble Performance 1105/2105/3105). Students must choose activities from the approved list below. Other activities not on this list require prior approval of the Career Development 2201 teacher and should be noted on the *Planned Community Contribution Activities* section of the Community Contribution Activity Record (CCAR).

Eligible activities include:

- Seniors - Senior's Residence, Senior's Resource Centre
- Community projects - volunteer for seniors, food banks, seasonal events
- Committees - neighborhood associations, regional associations, advisory boards
- Fundraising - walk-a-thons, run-a-thons, special events, canvassing
- Recreation/Sports - pool assistant, summer games, coaching
- Environmental Projects - flower/tree planting, community clean-up
- Community Events - summer/spring fair, city/town functions
- Clubs and Youth Organizations - volunteer activities, such as Scouts, Guides, Beavers, Sparks, Boys and Girls Club (active involvement is required; membership alone is not eligible)
- Clerical/Office - summer playground and camps, child care centres, drop-in centers, holiday programs
- Animals - animal care
- Arts/Culture - playing in a school/church band, singing in a choir, library volunteer, art gallery volunteer
- School - organizing or assisting with approved school activities that take place outside the regular school day or during lunch and recess (e.g., newsletter, yearbook, student council, peer volunteering, peer education, dinner theaters, musicals and others)
- Hospitals
- Virtual Volunteering (e.g., online mentoring, development and maintenance of web sites)
- Service Clubs - Lions Club, Kinsmen, Kinettes
- Church Groups and Religious Activities

### **Ineligible Activities**

An ineligible activity is an activity that:

- is a requirement of a course and used for evaluation purposes (e.g., Co-operative Education, Ensemble Performance 1105/2105/3105)
- takes place during the time allotted for the instructional program on a school day (an activity that takes place during the student's lunch breaks or recess is permissible)
- would normally be performed for wages by a person in the workplace
- 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
- consists of duties normally performed in your own home (e.g., daily chores) or personal recreational activities
- involves activities for a court-ordered program (e.g., community-service program for young offenders, probationary program)
- involves receipt of a wage/honorarium (e.g., tutoring for tuition)

## **Student Guidelines**

Career Development 2201 introduces and partially facilitates the completion of the community contribution component by the student. Students may complete any number of activities, provided those activities result in the completion of a minimum 30 hours of community contribution. Students will plan and select their community contribution activities in consultation with their parents/guardians and under the guidance of their Career Development 2201 teacher.

Before beginning any community contribution activity, each student must complete the *Planned Community Contribution Activities* section of the CCAR form. The student will select an activity or activities from the list of eligible activities. It can be an activity that is **not** on the list, provided that it is not an activity that is listed above as ineligible activities. If the activity is not on the list of approved activities, then the student **must** obtain written approval from the Career Development 2201 teacher and include the teacher's signature beside the activity described on the CCAR form. A student must complete the form in consultation with his or her parent/guardian, and must also have one parent/guardian sign the form.

When the activity is completed, the student must complete the *Completion of Activities* section of the CCAR form. The sponsor of the activity, that is, the person or organization that provided the community involvement opportunity, will complete the appropriate sections of the CCAR form to verify that the activity has been completed. The student must submit the completed CCAR form to the Career Development 2201 teacher upon completion of the minimum 30 hours, or at appropriate intervals determined by the teacher. In any event, the minimum 30 hours must be completed during the Career Development 2201 course year.

It is recommended that students retain their CCAR form in their Employability Skills Portfolio as a means of keeping an on-going record of total hours accumulated towards their community contribution requirement. Students are encouraged to, continue with their community contribution activities throughout high school and beyond.

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

Parents/Guardians are expected to become involved in and supportive of their child's community contribution experience. They are expected to oversee and monitor their child's hours of participation in his/her chosen community contribution activity and provide encouragement.

Parents/Guardians should assist their child in the selection of their community contribution activities. They are encouraged to communicate with the community sponsor and the Career Development 2201 teacher if they have any questions or concerns. A parent/guardian must sign the *Planned Community Contribution Activities* section of the CCAR form prior to commencement of their child's community contribution activity.

When the student completes the community contribution activity, the parent/guardian must sign the *Completion of Activities* section of the CCAR form.

## **Roles and Responsibilities of Sponsors in the Community**

One of the purposes of the community contribution requirement is to develop a stronger connection between students and local community. Persons and organizations within the community may be asked by the student to sponsor a community contribution activity. Any training, equipment, or special preparation that is required for the activity should be provided by the sponsoring person or organization. It is crucial that students are able to fulfill their community contribution 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 *Completion of Activities Section* of the CCAR form.

## **Roles and Responsibilities of Career Development 2201 Teachers**

The Career Development 2201 teacher will ensure that a description of the community contribution requirement and an outline of the policies and procedures for completing the requirement are made available to students, parents and community sponsors. The teacher will also provide the CCAR forms needed by the students to record their community contribution activities.

If a student proposes to undertake an activity that is not on the list of eligible activities, the Career Development 2201 teacher must determine if the student's proposed activity is acceptable prior to the student commencing the activity. The teacher is advised not to grant approval of activities that are identified on the ineligible activities list.

The Career Development 2201 teacher will oversee the students' own maintenance of their CCAR as part of the students' maintenance of their Employability Skills Portfolio. The teacher will approve the students' completion of the minimum 30 hours of community contribution, sign the CCAR and provide confirmation of such by granting the students a final grade in the Career Development 2201 course.

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NOTES:

### Career Development 2201 Community Contribution Activity Record [CCAR]

Student's Name:	MCP#	Student's email:
Career Development 2201 Teacher:		Student's Telephone:

Planned Community Contribution Activities					Completion of Activities			
<i>Provide the necessary information pertaining to community contribution activities that are planned.</i>								
Activity (brief description)	Community Sponsor Contact Information		Parent's/Guardian's Signature	Career Development 2201 Teacher's Signature	Date of completion	# of hours	Sponsor's Signature	Parent's/Guardian's Signature
	Name:							
	Location:							
	Tel. #:							
	Name:							
	Location:							
	Tel#:							
	Name:							
	Location:							
	Tel. #							
Does each activity listed above in the 'Planned Community Contribution Activities' adhere to the list of eligible community contribution activities? <input type="checkbox"/> Yes <input type="checkbox"/> No If "NO", then prior approval must be obtained from the Career Development 2201 teacher before commencing the activity.  _____ Student's Signature _____ Date					<b>Total</b>			
<b>For School Use Only</b>	Student has successfully completed the minimum 30 hours community contribution requirement.  _____ Signature of Career Development 2201 Teacher _____ Date				I confirm that the above activities have been completed.  _____ Student's Signature _____ Date			