

# STUDENT PASSPORT RECORD OF COMPLETED COMMUNITY INVOLVEMENT ACTIVITIES

This form must be completed in full for each activity before the hours will be recorded. More than one activity may be submitted on this form if completed at about the same time. The number of hours completed to date will show on your January and June report cards. It is your responsibility to check for accuracy. **The completion of the community involvement diploma requirement is the responsibility of the student in consultation with his/her parent/guardian. ACTIVITIES MUST BE APPROVED BY A PRINCIPAL, VICE-PRINCIPAL OR GUIDANCE COUNSELLOR BEFORE YOU BEGIN.**

Student Name \_\_\_\_\_

School \_\_\_\_\_

## Step 1: Planning & Pre-Approval

	Activity 1	Activity 2
Description of Activity	_____	_____
Name of Organization	_____	_____
Address of Organization	_____	_____
Phone Number of Organization	_____	_____
Activity Supervisor Name	_____	_____
Date Approved	_____	_____
School Official's Signature	x _____	x _____
Parent/Guardian Signature	x _____	x _____
Student Signature	x _____	x _____

Signatures to confirm that you have read the "Community Involvement Information Manual" and that the activity(ies) meet the criteria in the manual.

## Steps 2 & 3: Complete, Record & Submit

	_____ hours	_____ hours
Date Completed & Total Number of Hours Completed	_____	_____
Activity Supervisor Signature	x _____	x _____
Parent/Guardian Signature	x _____	x _____
Student Signature	x _____	x _____

Signatures to confirm that the activity(ies) has/have been completed.

## OFFICE USE ONLY

TOTAL HOURS ON SHEET: \_\_\_\_\_

SCHOOL OFFICIAL'S SIGNATURE: \_\_\_\_\_

TOTAL HOURS TO DATE: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

40 HOURS COMPLETED:

DATE ENTERED: \_\_\_\_\_

## COMMUNITY INVOLVEMENT ACTIVITIES MUST BENEFIT THE COMMUNITY AT LARGE

Please consider the difference between being a good neighbour and a community minded citizen.

- Yes, if it is helping non-profit organizations, agencies, foundations or associations
- Yes, if it is not for personal gain
- Yes, if it is outside school hours
- Yes, if it is an event/activity designed to benefit the community
- Yes, if it is a structured program which includes tutoring, visiting and coaching
- Yes, if it is an event/activity to support/promote work of a global nature/environmental awareness
- Yes, if it is after completion of grade 8 and a presentation explaining the regulations and expectations about the 40 hours of Community Involvement as a diploma requirement
- No, if it involves any form of payment (money, tickets, certification) or financial benefit/gain to student, relative or friend
- No, if it displaces a paid worker (e.g., babysitting job)
- No, if it is during school time
- No, if it is a requirement of a class or course (e.g., Aqua Leaders)
- No, if it requires using power tools (lawn mower, snow blower)
- No, if it requires using a ladder or scaffolding
- No, if it involves banking, handling securities, jewellery, works of art, antiques or other valuables
- No, if it is normal duties performed at home
- No, if it is before graduation from Grade 8 and/or before the presentation on community involvement requirements

**Dear Parent/Guardian:** Your signatures on the reverse of this page confirm that you have read the "Community Involvement Information Manual", that you understand all of the safety and educational criteria so that you can assist your child in selecting appropriate activities, and that each activity identified on the reverse of this page meets these criteria. For more information, please visit the DSBN Guidance website at [www.dsb.org](http://www.dsb.org) and click on Guidance, then "Community Involvement".

Personal information provided to the District School Board of Niagara as part of the community involvement requirement is collected and stored in accordance with the Municipal Freedom of Information Act, and may be used for administrative and other purposes of the Board pursuant to the Act.