

Bill Crothers Secondary School

Instructions for Completing Community Involvement Hours Forms

Please read and use the following instructions for completing the Notification and Completion of Community Involvement Activities Form. Failure to do so could result in the form being returned to you for correct information.

NOTES ABOUT THE FORM:

Please read the reverse of the Notification and Completion of Community Involvement Activities Form – this will advise you the Eligible and Ineligible activities. All activities should be pre-approved. **For Pre Approval you will need to complete** section numbers 7, 8, 9 and 10 then bring to the Guidance Office for the secretary or counsellor to sign approval. The organization must be a **not for profit organization**. You may ask the organization for their not for profit number and include this on the form when completing.

You may complete a form for each Community Involvement activity/organization you participate in. You do not need to fill in all three lines before handing in the form.

You should keep a copy of the form once completed for your records in case the original is misplaced. You may take a picture or keep the PINK copy of the triplicated form (easier to remove than the Yellow copy as mentioned on the bottom of the form).

You should be handing in at least 20 hours per year.

FORM COMPLETION (see reverse for matching numbers):

1.	Print your full name CLEARLY in order for the hours to be added to the correct student profile.
2.	Write your home telephone number in case the office has questions.
3.	Write in the school year the community involvement hours are completed .
4.	Write your 9 digit student number. This can be found on your timetable or report card.
5.	Write Bill Crothers Secondary School.
6.	Write the principal's name who is currently at the school (at present Ms. Lynch James).
7.	Write the activity you are doing: <i>helping students with homework; crafts / stuffing envelopes / timekeeping at a basketball game / registration desk at / escorting patients to x-rays</i>
8.	Complete for pre-approval - Estimated number of hours you will be participating
9.	Complete for pre-approval - Estimated date of completion
10.	Complete for pre-approval - Write full name of the organization.
11.	Write the number of hours you completed.

12.	Write the date the activity was completed. (if completing more than 7 hours you will need to attach a sheet with the dates and number of hours completed.) This sheet should also be initialed by the supervisor of the organization.
13.	Must PRINT full name of the organization, supervisor's name and telephone number. Please write out full name of organization – NO abbreviations eg. BCSS.
14.	Must have the supervisor's signature.
15.	Add up the hours in the column and write the total.
16.	You must sign the form and write the date.
17.	Your parents must sign the form and write the date.
18.	This section is completed by the Guidance Office, once the hours are approved and inputted onto your profile.
19.	Keep the PINK copy for your records (easier to remove from triplicated form). Hand in to the Guidance Office - the WHITE copy (kept by the Guidance office) and the YELLOW copy (will be returned to you via your ILIP teacher).
20.	
21.	

If there is a problem with your form, the Guidance Office will call you down to the office and advise you of the problem.

Notification and Completion of Community Involvement Activities

Student 1

Student Number 4

Student Telephone 2

High School 5

School Year (xxxx - xxxx) 3

Principal 6

Please provide the information requested below about the community involvement activities in which you plan to participate.
Submit this form to the school Guidance Office when you have completed 40 hours of community involvement activities. All activities must be on the eligible list.

ACTIVITY	ESTIMATED NUMBER OF HOURS	ESTIMATED DATE OF COMPLETION	SCHOOL APPROVAL	COMPLETED NUMBER OF HOURS	DATE OF COMPLETION	TELEPHONE NUMBER, ORGANIZATION & SUPERVISOR NAME (PLEASE PRINT)	SUPERVISOR SIGNATURE & COMMENTS
<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
Total				<u>15</u>			

16
Student Signature

Date

17
Parent/Guardian Signature

Date

For office use only	
<input type="checkbox"/> Completion has been noted on Student Trillium Record	
Signature of School Official	Date

This information is collected and used pursuant to the Education Act. The information will be used to document the Community Involvement Diploma Requirement.

19 White (Original) - OSR retain 5 years post retirement

20 Yellow - Student Copy

21 Pink - (Notification) - Guidance (OSRs are retained in guidance.)