


STEPS TO COMPLETING YOUR COMMUNITY INVOLVEMENT FORM

Step 1: Pick up a blank form in guidance and complete the three areas of the form that are circled below. Submit to guidance for pre-approval at least two days before the activity.

 **Notification and Completion of
Community Involvement Activities**

Student _____	Student Number _____
Student Telephone _____	High School _____
School Year (XXXX - XXXX) _____	Principal _____

Please provide the information requested below about the community involvement activities in which you plan to participate.
Submit this form to the school building where 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
Total							

Student Signature _____

 Parent/Guardian Signature _____

Date _____


 Date _____

For office use only:
☐ Confirmation 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.

White (Original) - OSR retain 5 years post retirement Yellow - Student Copy Pink - (Notification) - Guidance (OSRs are retained in guidance.)

Step 2: Guidance will pre-approve eligible activities by signing the area circled below. Reviewed forms will be available in Guidance for pick up.



York Region
DISTRICT SCHOOL BOARD

Notification and Completion of Community Involvement Activities

Student _____ Student Telephone _____ School Year (XXXX - XXXX) _____	Student Number _____ High School _____ Principal _____
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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

Total

Student Signature Date

Parent/Guardian Signature Date

For office use only

<input type="checkbox"/>	Completion has been noted on Student Tridium Record
Signature of School Official _____	Date _____


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White (Original) - OSR retain 5 years post retirement

Yellow - Student Copy

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

Step 3: After you have completed the activity, ask the supervisor to complete the 3 areas circled below. Ensure that your signature and parent/guardian signatures are on the form.



York Region
DISTRICT SCHOOL BOARD

Notification and Completion of Community Involvement Activities

Student _____

Student Telephone _____

School Year (XXXX - XXXX) _____

Student Number _____

High School _____

Principal _____

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
Total								

Student Signature

Parent/Guardian Signature

Date

Date

For office use only

☐ Completion has been noted on Student Trillium Record

Signature of School Official _____ Date _____

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Step 4: Bring your completed form to Guidance! Always keep a copy of your Community Involvement Activities.