



## Community Involvement Activity Tracking Record

*Working Towards a Secondary School Graduation Diploma*

### IMPORTANT NOTICE

Upon completion of 40 hours of Community Involvement, students are required to submit their tracking record form to the Guidance Department ([guidance@cilearning.ca](mailto:guidance@cilearning.ca))

Full Name: \_\_\_\_\_

School: **Canadian International Learning**

Telephone: \_\_\_\_\_

Grade: \_\_\_\_\_

School Year: \_\_\_\_\_

Principal: \_\_\_\_\_

*This conforms to the Ontario Secondary Schools: Gr. 9 to 12 Program and Diploma Requirements 1999*

### How to Complete Your Volunteer Hours

1. CHOOSE a community involvement activity. Note that parent signature is not required if the student is eighteen years of age or older.
2. CONTACT the person or organization to explore the possibility of a volunteer activity.
3. To ensure that the activity is eligible refer to the Community Involvement Manual.
4. Ensure that no activities from the list of ineligible activities appear on this form.
5. Complete the Notification and Completion of Activities section in the Community Involvement Activity Record.
6. Submit the form to Canadian International Learning's Guidance office, [guidance@cilearning.ca](mailto:guidance@cilearning.ca)
7. BE RESPONSIBLE. You are responsible for the management of this document; know where it is kept and keep it updated.

Personal information contained on this form is collected pursuant to the current Education Act of the Province of Ontario and the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purposes of the education of students.



PART 1:		NOTIFICATION OF PLANNED COMMUNITY INVOLVEMENT ACTIVITIES				
Activity	Est. Hrs.	Location / Telephone Number	Name of Community Sponsor	Online? (Y/N)	Parent or Guardian Signature (if applicable)	Principal Signature (If required)

Each activity listed above should be on the list of approved activities found in the Community Involvement Manual.  
**\* If the activity is NOT on the list, you must obtain the Principal's signature BEFORE starting activity.**

\_\_\_\_\_ Student Signature    \_\_\_\_\_ Date

PART 2:		COMPLETION OF ACTIVITIES	
Date of Completion	Hrs.	Parent or Guardian Signature (if applicable)	Community Sponsor's Signature
<b>Total Hours Completed =</b>			
		_____ Date entered by	_____ Date

For Office  
Use Only

Completion of 40 hours has been noted on Student's OST.

\_\_\_\_\_ Signature of School Official

\_\_\_\_\_ Date