

## Steps to Completing Activity

1. In consultation with your parents, **CHOOSE** a community involvement activity (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 or call the Volunteer Action Centre in Kitchener (519 742-8610) [www.volunteerkw.ca](http://www.volunteerkw.ca) or Volunteer Cambridge (519 621-1030 ext. 229) [www.uwcambbridge.on.ca](http://www.uwcambbridge.on.ca)
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 the school at the requested dates (specific times will be announced at your school). Check that the "Completion of Graduation Requirements" form is attached to your final report card and accurately reflects the community hours completed.
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. Questions about the collection of this personal information should be directed to the Freedom of Information Officer, Waterloo Region District School Board, Education Centre, 51 Ardelt Avenue, Kitchener, Ontario, N2C 2R5, or 519 570-0003, ext. 4409.

Website: [www.wrdsb.ca](http://www.wrdsb.ca)

# 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 their school Guidance Department**

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

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

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

Home Room: \_\_\_\_\_

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

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



Waterloo Region  
District School Board

Revised April 2011

**PART 1: NOTIFICATION OF PLANNED COMMUNITY INVOLVEMENT ACTIVITIES**

Activity	Est. Hrs.	Location / Telephone Number	Name of Community Sponsor	Parent or Guardian Signature	* Principal Signature (if required)

Each activity listed above should be on the Waterloo Region District School Board's 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 (see above).

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

\_\_\_\_\_ Date

**For Office Use Only**     Completion of 40 hours has been noted on Student's OST. \_\_\_\_\_ Signature of School Official    \_\_\_\_\_ Date

**PART 2: COMPLETION OF ACTIVITIES**

Date of Completion	Hrs.	Parent or Guardian Signature	Community Sponsor's Signature

Total Hours Completed * JUNE - JAN	_____	Data entered by _____	_____ Date
Total Hours Completed FEB - MAY	_____	Data entered by _____	_____ Date

Place Trillium sticker here.