



### Record of Community Involvement Hours (40 Hours)

Please refer to the specific requirements found at: [www.hwdsb.on.ca/cih](http://www.hwdsb.on.ca/cih)  
Please hand in to the Student Services Office at your Secondary School

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

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

| Description of Community Involvement Activity | Number of Hours | Start/End Date:<br>MM/DD/YY      | Organization | Supervisor's Name<br>(please print) | Supervisor's<br>Phone Number | Supervisor's Email | Supervisor's<br>Signature |
|---|-----------------|----------------------------------|--------------|-------------------------------------|------------------------------|--------------------|---------------------------|
|   |                 | START:<br>_____<br>END:<br>_____ |              |                                     |                              |                    |                           |
|   |                 | START:<br>_____<br>END:<br>_____ |              |                                     |                              |                    |                           |
|   |                 | START:<br>_____<br>END:<br>_____ |              |                                     |                              |                    |                           |
|   |                 | START:<br>_____<br>END:<br>_____ |              |                                     |                              |                    |                           |
|   |                 | START:<br>_____<br>END:<br>_____ |              |                                     |                              |                    |                           |
| <b>TOTAL:</b>                                 |                 |                                  |              |                                     |                              |                    |                           |

Is each activity identified on the school board's list of approved activities?      YES    or    NO  
**If not, you must obtain written approval from your principal before starting and attach it to this form.**

**FOR OFFICE USE ONLY:**

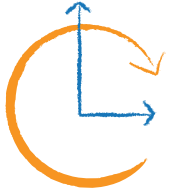
**Date recorded in Student Information System:**  
 \_\_\_\_\_

*Form to be Filed in OSR*

Parent/Guardian Signature: \_\_\_\_\_

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

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



# What You Need to Know!

*A minimum of 40 Community Involvement Hours are required for Graduation in Ontario.*

## CHECKLIST FOR COMPLETING YOUR COMMUNITY INVOLVEMENT HOURS

- Determine an area of interest that is for the benefit of the community e.g. a career interest, hobby, social justice interest.
- Verify that the activity you're interested in is listed on the eligible activities on our website.
- If your activity does not appear on the list of eligible activities, then you need to meet with your Secondary School Principal to obtain written permission.
- Talk to your parent/guardian about your community involvement plans and gain their support.
- Make contact with proposed community or school organization to arrange the details.
- Begin completing your Community Involvement Hours.
- Ask the organization to complete your Community Involvement Hours form found on our website. We recommend that you make a copy of the completed form for your records.
- Submit your CIH form to your Student Services Department as you complete your hours.  
Note: You do not need to wait until you have completed all 40 hours before submitting them. They will be recorded as you go along.

Go to [www.hwdsb.on.ca/cih](http://www.hwdsb.on.ca/cih) to get detailed information about the Community Involvement Hours Requirement for Graduation.