

COMMUNITY INVOLVEMENT & CHRISTIAN SERVICE

Information Package for Students and Parents

Revised September 2024



“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.”

1 Peter 4:10

ROLES AND RESPONSIBILITIES OF STUDENTS

In consultation with their parents/guardians, students will select activities from the Board's list of eligible activities. If the activity is not on the Board's list of approved activities, the student must obtain approval from the principal (or designate) before beginning the activity. Students may not choose activities that are specified on the Ministry's or Board's lists of ineligible activities.

As part of their engagement in Community Involvement and Christian Service activities, students will participate in planning appropriate activities to set goals for completion. This information will be recorded in Hour Republic.

Students are responsible for planning, tracking, and documenting all Community Involvement and Christian Service activities. They may use the online program Hour Republic or the print version of the Completion of Community Involvement and Christian Service form.

At all times, students are expected to complete service activities in a manner consistent with the Northeastern Catholic District School Board's gospel values.

As ambassadors of their school and the NCDSB, students are expected to:

- show respect for their sponsors and their workplaces;
- be punctual;
- dress appropriately and be well groomed;
- display good manners;
- listen and follow instructions;
- seek clarification of instructions when in doubt;
- enact the ability to maintain confidentiality.

ROLES AND RESPONSIBILITIES OF SPONSORS IN THE COMMUNITY

One of the purposes of the community involvement requirement is to develop strong ties between the students and their community, fostering valuable and long-term relationships. It is crucial that students are able to fulfill their community involvement requirement in a safe environment.

The person overseeing the student's activity must verify the date(s) and the number of hours completed through the online program Hour Republic or on the printed Completion of Community Involvement and Christian Service form.

The NCDSB expects that all community sponsors will provide students with appropriate instructions and training, ensure safety precautions are in place, and supervise student volunteers.

INSURANCE

The Northeastern Catholic District School Board liability insurance protects students who are performing volunteer work for organizations while they are performing their required forty hours of community service.

Community sponsors are also protected by the Board's liability insurance for claims that arise out of our students' volunteer activities.

Community sponsors are responsible for ensuring that their liability insurance will protect them for their involvement in this program.

The NCDSB's insurance does not provide coverage for the negligence of the community sponsors. It also does not cover students beyond the 40 hour requirement.



*Love cannot remain by itself ... it has no meaning.
Love has to be put into action, and that action is service.*

Mother Teresa



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In line with our Catholic faith call to service, students are encouraged to volunteer beyond the 40 hour requirement. Additional hours will not be tracked at the school level.

VOLUNTEER OPPORTUNITIES IN THE TIMMINS AREA

Organization	Telephone Number
Alzheimer Society of Timmins-Porcupine District Inc.	705-268-4554
Antihunger Coalition Timmins	705-262-2499
Canadian National Institute for the Blind	705-264-2312
Canadian Red Cross Society	705-267-4900
Lasalle Retirement Residence	705-267-7935
Downtown Timmins BIA	705-264-8733
Extendicare Timmins	705-531-3322
Golden Manor Home for the Aged	705-360-2644 Ext 4512
Living Space	705-531-7233
Lord's Kitchen Society	705-360-5673
Multiple Sclerosis Society of Canada, Timmins	705-268-8631
Project Love c/o Mountjoy United Church	705-262-1172
Rotary Club of Timmins-Porcupine	705-288-2569
South Porcupine Food Bank	705-235-3450
Spruce Hill Lodge	705-235-8200
St. Martin de Porres Timmins Food Bank	705-264-0953
St. Mary's Gardens Mature Lifestyle Community	705-267-5000 Ext 8005
St. Vincent de Paul Society Thrift Store	705-264-1609
Timmins and District Humane Society	705-264-1816
Timmins Community Park Association	705-363-0166
Timmins Family YMCA	705-360-4381
Timmins Misiway Milopemahtesewin Community Health Centre: Child & Youth Program	705-264-2200 Ext 138
Tourism Timmins	705-360-2600 Ext 3785

Many of these organizations maintain a presence on social media, check out their pages for more information.

Christian Service Opportunities

Contact our Pastoral Care Worker, Mr. Mike Buhler, for more information.

- Activities related to Development & Peace, Amnesty International Activities, Community Clean-up Activities
- Contributing as a church choir member, altar server, reader, Sunday school teacher, etc.
- Other contributions to Parish life (e.g. fundraising, helping at social events, light yard maintenance, etc.).

Information about upcoming volunteer opportunities is regularly communicated to students from Student Services.

This list includes only some of the volunteer opportunities available in our community.

If you choose to complete a volunteer activity that is not on this list, please check with a guidance counselor **BEFOREHAND** to ensure that your volunteer hours meet both Ontario Ministry of Education and NCDSB requirements.



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Planning for Community Involvement and Christian Service

Students are encouraged to develop a Community Involvement and Christian Service Action Plan. This plan should be created in collaboration with parents / guardians and reviewed regularly. The template below may be used for planning purposes.

	ACTIVITIES THAT INTEREST ME	ORGANIZATIONS / PEOPLE I CAN VOLUNTEER WITH	CONTACT INFORMATION	OTHER IMPORTANT INFORMATION
ARTS, CULTURE & COMMUNITY EVENTS				
CHARITABLE FOUNDATIONS & OUTREACH				
SPORTS & RECREATION				
ENVIRONMENTAL PROJECTS				
WORK WITH SENIORS				
COMMITTEE WORK				
RELIGIOUS ACTIVITIES				
YOUTH PROGRAMS				
CLERICAL WORK				
WORK WITH ANIMALS				



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*A supervisor's signature is not required as long as the student submits their hours using Hour Republic.

In rare cases (e.g., activity supervisor does not have email access), submission via Hour Republic may not be possible. In such situations, students must obtain the signature of the person who supervised them during the volunteer activity.

The student would then submit this completed page to the Student Services / Guidance secretary.

HOUR REPUBLIC

Hour Republic is an easy to use online tool that tracks all of your Community Involvement & Christian Service hours and activities. You can learn more about **Hour Republic** by accessing the following website www.hourrepublic.com.

Creating and Using an Hour Republic Account

Make sure you have a parent / guardian's email address.

Step 1: Log in to your NCDSB eHUB / Brightspace account (<https://ncdsb.elearningontario.ca>).



Step 2: Click on the Hour Republic icon. This will bring you directly to your Hour Republic account.

Step 3: Complete the One-Time Registration.

- Your name and student ID will auto populate.
- Enter your school board as **Northeastern CDSB**.
- Enter your school (ex. **O'Gorman High School**).
- Enter the year you started high school (ex. **2024**).
- Create a password
- Check the User Agreement box.
- Press **REGISTER** to complete your registration.



Once registered (and on future visits to Hour Republic) you will land on the Volunteer Dashboard.

Step 4: Add Parent / Guardian information to your account.

- From your dashboard, click on **Student, O'Gorman High School** (left hand side).
- Add your **Parent / Guardian** email.
- Click **SAVE**.

Step 5: You can now begin adding hours.

- Click on **Hours** in the dashboard.
- Click on **+Add Hours** (far right hand side).
- Enter the category (Volunteer), organization name, supervisor's name, supervisor's email, supervisor's phone number, supervisor's position, type of hours, date/time of volunteer activity, total hours completed, skills learned and description of activity.
- Click **SAVE and SUBMIT** when done.

Repeat Step 5 each time you have volunteer hours to submit.

Step 6: Once you have submitted volunteer hours, your parent/guardian and your supervisor will get an email asking them to verify your hours. For this reason, it's very important that you enter their emails accurately.



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