



Community Hebrew Academy of Toronto
האקדמיה העברית ע"ש טננבאום

Community Service Program

"The world stands on three things: On Torah, on the worship of G-d, and on acts of kindness."

על שלשה דברים העולם עומד: על התורה, על העבודה ועל גמילות חסדים.

What is the Community Service Program?

Helping others is part of our commitment to our community, to ourselves and to the values of Torah.

It is a way in which we train ourselves to be caring individuals and committed Jews.

To allow our students the opportunity to participate in the needs of our community and to encourage "Acts of Kindness" עולם וגמילות חסדים in our everyday lives, TanenbaumCHAT has expanded the basic Ministry of Education community service requirement for all students in our school.

Every student at TanenbaumCHAT is required to volunteer a minimum of 18 hours of community service during the course of each year. This contribution to the welfare of others is part of the educational curriculum at TanenbaumCHAT. Students will be expected to complete these hours by the end of each school year.

Your community service must be done under the sponsorship of a service, charity, not-for profit agency, an institution that is listed on the Community Service Bulletin Board or that has been approved by the Community Service Coordinator.

The Community Service Coordinator, Mrs. Soheila Sabeti, can be reached at cs@tanenbaumchat.org.

Getting the best out of your volunteer experience

- Take your responsibility seriously.
- Those with whom you are working are depending on you to do your job well.
- Make sure you know beforehand exactly what it is you are expected to do.
- Speak to the contact person at the agency you are serving and make certain that you understand what is required of you, where you are supposed to be and when.
- Feel free to ask questions.
- Arrive on time and prepared for your assignment.
- Your contribution is needed and it will be appreciated, so do the best you can. This will help you to take pride in the work you do and enjoy it as well.

TanenbaumCHAT is proud that in each school year our students contribute over 26,000 hours of volunteer service to the Greater Toronto Community.

Quite a number of TanenbaumCHAT students find that Community Service introduces them to causes or organizations with which they develop a long term personal and even professional relationship.

What activities are eligible for Community Service hours?

To count toward community service hours, volunteer hours must be done:

- In a student's free time, outside of school hours;
- Not on Shabbat or Jewish holidays, unless it is an approved activity connected with a Synagogue;
- On a completely unpaid basis, and without reward;
- Under the sponsorship of a non-profit organization, a registered charity, an institution that is listed on the community service bulletin board, or one that has been approved by the Community Service Coordinator;
- Camp counselor or counselor in training (CIT) work does not qualify for community service hours. Some exceptions may be made for work with children or adults with special needs, or for volunteering at not-for-profit day camp events. All such exceptions must be approved in advance, or the hours cannot be counted.
- Overnight camp hours cannot be accepted.



TanenbaumCHAT

200 Wilmington Avenue, Toronto, ON M3H 5J8 | Tel: 416-636-5984 ext. 223 Fax: 416-636-5755 | tanenbaumchat.org

If you are in doubt about a planned community service activity ask in advance.

The community service year begins on July 1 and ends on June 30. It is strongly recommended that you complete your community service hours early so as not to compete with your year-end activities and exams (especially in Grade 12). Summer volunteer hours are permitted in all grades including incoming grade 9 students. All requirements listed in this pamphlet remain in effect during the summer months.

Examples of Volunteer Activity

There are many agencies and organizations, including many in the Jewish community, who will be happy to use your help. Common activities include:

- Volunteer tutoring in Hebrew or other subjects, arranged through a school or other organization (eg JIAS).
- Visiting or helping the sick or elderly, arranged through an organization (cannot be a private arrangement).
- Helping run youth activities at your synagogue.
- Volunteering for UJA Federation – helping at events or helping at Telethons.
- Helping in the office or administration of a charity.
- Helping to provide meals for the homeless.

You do not have to volunteer all of your hours at one location or on one project. You may divide your time among as many projects as you like, as long as you contribute at least 18 hours of volunteer time by the end of the school year.

How do I find out about available opportunities?

There is a community service bulletin board, where listings are posted of agencies and institutions seeking volunteer help. New listings appear frequently. Each listing describes the assignment and include a contact name and phone number. Rules, supervisor forms and volunteer opportunities are posted on Edsby.

Please speak with the community service coordinator to receive approval on volunteer programs or to discuss any questions you may have.

Can I find my own project?

If you hear of any agency or institution that needs volunteers, you must first discuss the project with the Project Coordinator at the agency or organization, and also receive approval from the school before volunteering. It is your responsibility to be sure that the volunteer project is approved in order to be able to count the volunteer hours.

The Supervisor's Form

This form may be downloaded from Edsby or obtained from the school office.

The Supervisor's Form is the only documentation that will be accepted as proof of your volunteer work. You must be sure to take a form with you to your volunteer assignments. Have the supervisor of your volunteer project complete a "Supervisor's Form" when you have completed your volunteer assignment, including the charity/not-for-profit registration number. The person who signs your Supervisor's Form must not be a relative.

Return the completed Supervisor's Form to the School Office (making a copy for yourself). Forms should be handed in within the specified deadline. Your completed Supervisor's Form will be filed and your listing of hours will be updated as received. Your report card will show the number of hours completed. Failure to submit forms in a timely manner may result in the hours not being accepted; it is the student's responsibility to check the due dates on Edsby.

You must keep a COPY of all forms submitted, so that you have proof of the work you have done.



Community Hebrew Academy of Toronto
האקדמיה העברית ע"ש טננבאום

Community Service Supervisor's Form 2017-18

"The world stands on three things: On Torah, on the worship of G-d, and on acts of kindness." PIRKEI AVOT 1:2
על שלשה דברים העולם עומד: על התורה, על העבודה ועל גמילות חסדים.

Information on this form should be filled out COMPLETELY by the organization where you do your work.

PLEASE REMEMBER YOU MUST FOLLOW THESE POLICIES OR YOUR HOURS MAY NOT BE ACCEPTED.

Work MUST be done: (please check off)

- Outside school hours;
- Not on Shabbat or Jewish holidays unless it is an approved activity connected with a synagogue;
- The organization must be non-profit with a registration number;
- Not as a Camp counselor or counselor in training (CIT);
- All exceptions MUST be pre-approved **in writing** by the Coordinator.

Student's Full Name _____ Grade _____

has performed the following type of volunteer work: _____

on the following: Day _____ Date _____ (yyyy/mm/dd) Time of day _____ am/pm

Day _____ Date _____ (yyyy/mm/dd) Time of day _____ am/pm

Day _____ Date _____ (yyyy/mm/dd) Time of day _____ am/pm

Total number of hours contributed:

Name of agency or institution: (Please use official stamp)

Registered Charity Number/Non Profit Organization Number: _____

Address: _____

Name of supervisor (PLEASE PRINT): _____

Title: _____ Signature: _____ Phone: _____

BY SIGNING THIS FORM THE SUPERVISOR IS CONFIDENT THAT THE HOURS ARE TRUE AND HAVE BEEN COMPLETED BY THE STUDENT

BE SURE TO MAKE A COPY FOR YOUR RECORDS BEFORE SUBMITTING TO THE MAIN OFFICE

For questions regarding Community Service, please contact cs@tanenbaumchat.org

TanenbaumCHAT

200 Wilmington Avenue, Toronto, ON M3H 5J8 | Tel: 416-636-5984 ext. 223 Fax: 416-636-5755 | tanenbaumchat.org



Community Hebrew Academy
of Toronto

האקדמיה
העברית
ע"ש טננבאום

IMPORTANT INFORMATION PLEASE READ CAREFULLY

Community Service Rules & Policies 2017-18

Every student at TanenbaumCHAT – is required to volunteer a minimum of eighteen hours of community service during the course of the year (July 1, 2017 to June 30, 2018). This is considered an important part of our curriculum. Students are expected to complete and submit their volunteer hours by the end of each school year.

WHERE AND WHEN CAN YOU VOLUNTEER?

Your community service must be done under the sponsorship of a non-profit organization with a registered charity number or a non-profit organization number. You can look for approved organizations on the Community Service Bulletin Board near the Main office. If in doubt, check with Mrs. Sabeti at the Main Office **before** doing your hours. **Organizations that do not meet these criteria will be rejected.**

Examples of volunteer work include:

- Tutor a child in Hebrew reading (monitored through the child's school).
- Visit the sick under the auspices of an approved organization (see note above).
- Perform youth work at your synagogue.
- Help with office work for a charitable institution.
- Run programs at a senior's centre.

IMPORTANT POINTS TO REMEMBER:

- No working during school hours.
- You cannot work on Shabbat or Jewish holidays unless approved by the Coordinator.
- Your work must be done on a completely unpaid basis.
- The organization where you work must be non-profit with a charitable number or approved by the Coordinator.
- Camp counselor or counselor-in-training (CIT) work **does not** qualify for community service hours. Some exceptions may be made for work with children or adults with special needs, or for volunteering at not-for-profit day camp events. **All such exceptions must be approved in advance, or the hours cannot be counted.**
- Overnight camp hours cannot be accepted.

PROJECTS AND PROGRAMS YOU FIND YOURSELF

If you hear of any agency or institution that could use your volunteer help, you must discuss it with the Coordinator and receive approval before volunteering. This is important! It is **your** responsibility to get the project approved **before** beginning the work.

- The "Supervisor's Form" is the only document that will be accepted as proof of your volunteer work.
- Forms must be handed in within 2 weeks of the completed service.
- For further details see the School Handbook, or the 2017-2018 Community Service Document.
- Make sure to take a form with you to your volunteer assignments. Forms are available on Edsby.
- The person who signs your Supervisor's Form must not be a relative, or a school student.
- It is your responsibility to make and keep a copy of the form before handing it into the Main Office.

SUMMER COMMUNITY SERVICE WORK

Community Service hours are calculated on an annual basis. The Community Service year begins on July 1 and ends on June 30. Summer Community Service work is now permitted for all grades including incoming grade nine students. All the requirements listed on this sheet remain in effect during the summer months.

Mrs. Soheila Sabeti (Community Service Coordinator) cs@tanenbaumchat.org



TanenbaumCHAT

200 Wilmington Avenue, Toronto, ON M3H 5J8 | Tel: 416-636-5984 ext. 223 Fax: 416-636-5755 | tanenbaumchat.org