



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



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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



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