

# Community Involvement Hours – Process for Planning, Recording, and Completing

## Purpose

To involve students in service to others and exposure to the benefits of the wider community. 40 hours of Community Involvement is required to earn your Ontario Secondary School Diploma.

## Step 1

The DSBN uses [Hour Republic](#) to record your Community Involvement. This program allows students to connect to volunteer opportunities in their community and track their hours online, with integrated email signature verification.

- Register for [Hour Republic](#)
- Review all expectations and guidelines as to what is considered [eligible or ineligible activities](#)
- [Plan an activity](#) in consultation with parent(s)/guardian
- If the activity does not clearly align with any of the eligible activities, confirm approval from your Principal before starting

## Step 2

- Complete the activity
- Obtain a working email from the community supervisor to get verification of completion
- [Add your Community Involvement Hours](#) to [Hour Republic](#)
- If you are using any hours from paid employment (max. 10 hours), don't forget to write a 200-word reflection of how the work helps to serve the community; the hours will not be verified without this! Do this in the "Description" section where you are adding the hours from your paid work.
- Once you submit the hours an email will be sent to the organization supervisor and your parent/guardian for verification

## Step 3

- Once verified, the hours will be reviewed by your guidance counsellor. If approved, the hours will be updated on your Volunteer Dashboard.