

# CLC Activity Form & Project Submission

PARTNERING WITH COMMUNITY RESOURCES FOR STUDENT SUCCESS

## School Community Activity Reporting

(This title can be used as explanatory text at the top of the form that will be created):

The purpose of this form is to showcase how community resources, activities, and volunteer efforts are utilized to enhance student learning by connecting classroom education to real-life experiences, fostering engagement, and supporting meaningful, pedagogically-driven development.

Community Development Agents (CDAs) must document and report all school-community activities in a CLC journal. This journal is submitted to school leaders (Principals and VPs, the Provincial Resource Team (PRT), and the School Board Reps three times a year.

The information collected from this form about activities conducted by stakeholders in CSC schools will be used by CDAs to accurately compile their reports.

### Questions:

- ➔ Select your school (optional - if extended model, put schools as multiple choice or drop-down).
- ➔ Enter your full name and role.
- ➔ Name of activity.
- ➔ Provide a brief description of the activity.
- ➔ List start and end dates of the activity.
  - Select how frequently the activity takes place: **Once, Daily, Weekly, 2-3 times a week, Monthly.**
- ➔ Number of students participating in the activity.
- ➔ Number of admin and/or teachers participating in the activity (if applicable).
- ➔ Number of support staff participating in the activity (if applicable).
- ➔ Number of parents/guardians participating in the activity (if applicable).
- ➔ Number of other community members participating in the activity (if applicable).
- ➔ Number of volunteers participating in the activity (if applicable).
- ➔ List any partners that helped design or deliver the activity.
- ➔ List any funding you applied for or donations you received for this activity.

### How to Use This Tool:

Use this form to report any in-class or school-wide activities/ events involving community participation (e.g., science fairs, mentorship programs, career talks, cultural celebrations, or environmental initiatives).

Use this PDF document as a guide to create a Google or Microsoft Form. Simply copy and paste the questions provided, and feel free to edit, add, or remove information as needed to align with the specific requirements of your school. Ensure the form is tailored to effectively capture relevant details and meet the objectives of your reporting process.

#### ADDITIONAL TIPS:

Add a note thanking the person for filling out the survey, and let them know you will reach out if you have any questions. You can also add a text box for any additional comment or requests for partners, etc.

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