

CHAPS IN SERVICE

This form should be turned in to the Assistant Principal's office in the main High School building.!

The Mission: To facilitate, encourage, and support student volunteerism in the community.

The Vision: Chaps In Service seeks to have every student serve a minimum of 70 volunteer hours upon graduation from Westlake High School.

Students do not receive community service credit for hours spent in activities which benefit an organization of which the student is a member

Community Service Verification Form

Please mark box below for Either LOC or CIS Hours

Loss of Credit Hours	TOTAL HOURS EARNED	Student ID #

Student Name (Please Print):	Class of:
Organization or Activity:	Organization Contact Number and Address
Volunteer Activity – Must be from a NON-PROFIT organization	

Date of Service: <small>*List each day separately</small>	# of Service Hours <small>*No more than 8</small>	Organization Sponsor Signature <small><i>*Please sign only if you represent a non-profit organization.</i></small>	Title

PLEASE MAKE A COPY OF THIS FORM FOR YOUR RECORDS!!

IF THE HOURS DO NOT POST WITHIN TWO WEEKS CHECK YOUR SCHOOL EMAIL. YOU WILL BE EMAILED IF THERE IS A PROBLEM.

Additional Information:

- ☒ CHAPS IN SERVICE hours are over and above hours required for awards or grades, such as the following: NHS, Eagle Scout, Teen Teaching, and Student Council representatives.
- ☒ CHAPS IN SERVICE hours MUST be served for non-profit organizations. You cannot get paid.

The activity sponsor must document service dates and times. Parents or guardians **may not** sign.

- ☒ Students are responsible for completing forms and bringing to AP office. Organization sponsors do not complete forms or enter the hours. You must keep a copy of your forms.

Procedure for entering community service hours and completing verification form:

1. Select an agency or a project that is a charitable nonprofit organization. If you are not certain, check with the Chaps in Service advisor Laura Davis at ldavis@eanesisd.net.
2. Obtain a community service verification form directly from the website.
3. Take the form with you to your volunteer site. Fill in the pertinent information and have it signed by the site representative.
4. A maximum of 8 hours a day are allowed for CIS hours. 10 hours a day maximum for overnight camps or service. Volunteer organizations should not gift students with more hours than they actually worked.
5. Turn in your completed verification form. The Chaps in Service advisor (Mrs. Davis) will review all verification forms for approval. When approved, the hours will be listed in your Family Access under the General Student Info tab. Please allow two weeks for certification. If hours are not certified first check your school email. You will be emailed if there are problems with your hours or please email the Chaps in Service advisor – Laura Davis at ldavis@eanesisd.net.

Always keep a copy of your forms for your personal records!