

# CHAPS IN SERVICE

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**

This form should be emailed to [chapsinservice@eanesisd.net](mailto:chapsinservice@eanesisd.net)

## Community Service Verification Form

**Please mark box below for Either LOC or CIS Hours**

<b>Total Loss of Credit Hours</b>	<b>Total Chaps in Service Hours</b>	<b>Student ID #</b>
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Student Name (Please Print):	Class of:
Non-Profit Organization Name:	Organization Contact Number, Address, Website:
Volunteer Activity:	

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

## KEEP 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 at [charitable nonprofit organization](#). You cannot get paid.
- An authorized representative of the non-profit organization should sign the form.
- Students are responsible for completing forms and emailing them to [chapsinservice@eanesisd.net](mailto:chapsinservice@eanesisd.net). 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 Counseling Office or email [chapsinservice@eanesisd.net](mailto:chapsinservice@eanesisd.net).
2. Obtain a community service verification form directly from the counseling 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. Email completed verification form to [chapsinservice@eanesisd.net](mailto:chapsinservice@eanesisd.net). The forms will be reviewed and verified 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 if you have questions, please email [chapsinservice@eanesisd.net](mailto:chapsinservice@eanesisd.net).

**Keep this form for your personal records!**