CAVS IN SERVICE SENIOR REVIEW | Instructions

Completed packets may be turned into front office CIS mailbox between March 1, 2026 and the ***April 1, 2026 deadline at 3:45 pm.***

❶ **This is a SENIOR only review.** Eligible dates of service for this review are **January 1, 2026 through April 1, 2026**.

❷ Document of verification is the CAVS IN SERVICE HOURS VERIFICATION FORM. Other forms of verification could be added, including certificates or letters from non-profit organizations. Documents MUST include:

- your name
- name of non-profit organization or location of your service
- description of service work performed
- list of individual dates of service and hours by date (daily start and stop times are requested)
- printed name, **signature** & contact information of an adult verifying your service (***not a parent***).

❸ Print and fill-out a **COVER SHEET and attach it on top of all volunteer documents stapled together to create one packet.** Use as many cover sheets as necessary to itemize all of the document pages you are attaching. Please, do not put your paperwork in an envelope.

- Record the total hours for each document page in the table as LTHS Affiliated or Outside Community affiliated.
- Calculate your total hours in the box provided at bottom of the table columns.

❹ Submit completed packet to the CIS mailbox in the front office of the Main Campus between March 1, 2026 through the **April 1, 2026 deadline at 3:45 pm. NO EXCEPTIONS.**

❺ Check CIS website for posting of final hours on **April 20, 2026**. If you submitted hours that were not approved, please refer to APPEALS page on website for instructions. Deadline to appeal is **April 30, 2026 at 3:45 pm. NO EXCEPTIONS AS FINAL LIST MUST BE PROVIDED TO COUNSELING OFFICE.**

*** STUDENTS MUST KEEP DUPLICATE COPY *** OF THE ENTIRE PACKET SUBMITTED

Need more info?

Visit us at lths.ltisdschools.org/activities/cavs-in-service for
Guidelines ● List of Approved Organizations ● Service Hours Verification Form ● Appeals ● and more

Questions?

Students should visit CAVS IN SERVICE Faculty Sponsor
Ms. Stearns in the Library Learning Commons

The Mission: To facilitate, encourage, and support student volunteerism in the community.
The Vision: CAVS in Service seeks to have every student serve a minimum of 100 volunteer hours upon graduation from Lake Travis High School.

Revised 5/2017

CAVS IN SERVICE <u>SENIOR</u> REVIEW | Cover Sheet

Completed packets may be turned into front office CIS mailbox
between March 1, 2026 and the ***April 1, 2026 deadline at 3:45 pm.***

Student name:		Student ID#:	Class of: **2026**
If **transfer student**, first day at LTHS: / /	Student telephone:	Student **SCHOOL** email address: @ltisdschools.net	

To be eligible for CAVS IN SERVICE credit, your submission MUST be for:

- service performed from January 1, 2026 through April 1, 2026.
- an approved activity per CIS GUIDELINES.
- an organization already on LIST OF APPROVED ORGANIZATIONS.
- include signature verification with contact information.
  Please, no parent or student signatures.
- and be turned in by the deadline. NO EXCEPTIONS.

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Page	**LTHS Affiliated**		**Outside Community**	*This section for CIS entry only.*	
				Approved	**Notes**
1					
2					
3					
4					
5					
6					
7					
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