

# 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**

All highlighted boxes should be filled out completely.

|                                   |                                     |                     |
|-----------------------------------|-------------------------------------|---------------------|
| <b>Total Loss of Credit Hours</b> | <b>Total Chaps in Service Hours</b> | <b>Student ID #</b> |
|                                   |                                     |                     |

|                                      |                                                       |
|--------------------------------------|-------------------------------------------------------|
| <b>Student Name (Please Print):</b>  | <b>Class of:</b>                                      |
|                                      |                                                       |
| <b>Non-Profit Organization Name:</b> | <b>Organization Contact Number, Address, Website:</b> |
|                                      |                                                       |
| <b>Volunteer Activity:</b>           |                                                       |
|                                      |                                                       |

| <b>Date of Service:</b><br><small>*List each day separately or list range of dates</small> | <b># of Service Hours</b><br><small>*No more than 8 hours a day</small> | <b>Organization Representative Signature</b><br><small>*Please sign only if you represent the non-profit organization.</small> | <b>Print Name &amp; Title</b> |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
|                                                                                            |                                                                         |                                                                                                                                |                               |
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|                                                                                            |                                                                         |                                                                                                                                |                               |

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 a [charitable nonprofit organization](#) without compensation.
- 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).

### **Procedure for entering community service hours and completing a verification form:**

1. Select an agency or a project that is a [charitable nonprofit organization](#). If you are uncertain, check with the Counseling Office or email [chapsinservice@eanesisd.net](mailto:chapsinservice@eanesisd.net).
2. Obtain a Chaps in Service form directly from the WHS website under [Student Life](#) or the [counseling webpage](#). Fill out all the highlighted boxes completely.
3. Take the form with you to your volunteer site. Fill in the pertinent information and have it signed by the organization's representative.
4. A maximum of 8 hours a day is allowed for CIS hours and 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 Chaps in Service form to [chapsinservice@eanesisd.net](mailto:chapsinservice@eanesisd.net). The forms will be reviewed and verified by visiting the organization's website and determining if it is a non-profit. When approved, the hours will be listed in your Skyward account under the Student Info tab. Please allow at least two weeks for verification. If there are any issues, you will receive an email.

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