

# CAVS IN SERVICE SENIOR REVIEW | Instructions

*Completed packets may be turned into front office CIS mailbox between March 1, 2024 and the **April 1, 2024 deadline at 3:45 p.m.***

- ❶ **This is a SENIOR only review.** Eligible dates of service for this review are **January 1, 2024 through April 1, 2024.**
- 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 adult verifying your service (**not a parent**).
- ❸ Print and fill-out a **SENIOR 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.
  - 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, 2024 through the **April 1, 2024 deadline at 3:45 p.m. NO EXCEPTIONS.**
- ❺ Check CIS website for posting of final hours on **April 15, 2024.** **If you submitted hours that were not approved, please refer to APPEALS page on website for instructions.** Deadline to appeal is **April 29, 2024 at 3:45 p.m. NO EXCEPTIONS AS FINAL LIST MUST BE PROVIDED TO COUNSELORS.**

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

## Need more info?

Visit us at [www.ltidschools.org/cavsinservice](http://www.ltidschools.org/cavsinservice) for

Guidelines • List of Approved Organizations • Service Hours Verification Form • Appeals • and more

## Questions?

**Students** should visit the 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.

# CAVS IN SERVICE SENIOR REVIEW | Cover Sheet

*Completed packets may be turned into front office CIS mailbox  
between March 1, 2024 and the **April 1, 2024 deadline at 3:45 p.m.***

Student name:		Student ID#:	Class of: <b style="font-size: 1.2em;">2024</b>
If <b>transfer student</b> , first day at LTHS:    /    /	Student telephone:	Student <b>SCHOOL</b> email address:  <b>@ltidschools.net</b>	

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

- service performed from January 1, 2024 through April 1, 2024.
- an approved activity per CIS GUIDELINES.
- an organization already on LIST OF APPROVED ORGANIZATIONS or in like-kind.
- include signature verification with contact information.  
*Please, no parent or student signatures.*
- and turned in by the deadline. **NO EXCEPTIONS.**

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

Page	LTHS Affiliated	Outside Community	Approved	<i>This section for CIS entry only.</i> Notes		
1						
2						
3						
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<b>Total =</b>				<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 60%;">Certified by:</td> <td style="border: none; width: 40%;">Entered by:</td> </tr> </table>	Certified by:	Entered by:
Certified by:	Entered by:					

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