

CAVS IN SERVICE ANNUAL REVIEW | Instructions Revised 1/1/19

*Completed packets may be turned into front office CIS mailbox between January 8, 2019 and the **January 31, 2019 deadline at 4:10 pm.***
This is the only time that service performed in 2018 will be accepted.

- 1 Eligible dates of service for this review are:
 - Seniors, Juniors, & Sophomores – January 1, 2018 through December 31, 2018 → see **NOTE**
 - Freshmen – June 1, 2018 through December 31, 2018
 - First time Transfer Students – June 1 after 8th grade through December 31, 2018**NOTE:** SENIORS will have an opportunity to submit 2019 service hours by April 1, 2019. For all other students, service hours for 2019 will be submitted in January of 2020.
- 2 Preferred document of verification is the CAVS IN SERVICE HOURS VERIFICATION FORM. Other forms of verification could be 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**).
- 3 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.
 - Record the total hours for each document page in the table.
 - Calculate your total hours in the box provided at bottom of the table.
- 4 Submit completed packet into the CIS mailbox in the front office between January 8, 2019 through the **January 31, 2019 deadline at 4:10 pm. NO EXCEPTIONS.**
- 5 Check CIS website for posting of final hours on **February 25, 2019.** If you submitted hours that were not approved, please refer to APPEALS page on website for instructions. Deadline to appeal is **April 2, 2019 at 4:10 pm. NO EXCEPTIONS.**

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

Need more info?

Visit us at www.ltidschools.org/cavsinservice for
Guidelines ● List of Approved Organizations ● Service Hours Form ● Appeals ● and more

Contact CAVS IN SERVICE Faculty Sponsor: Ms. Stearns | cis@ltidschools.org

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 HS.

CAVS IN SERVICE ANNUAL REVIEW | Cover Sheet

*Completed packets may be turned into front office CIS mailbox between January 8, 2019 and the **January 31, 2019 deadline at 4:10 pm.** This is the only time that service performed in 2018 will be accepted.*

Student name:		Student ID#:	Class of:
First day at LTHS if a transfer student: / /	Student telephone:	Student SCHOOL email address: @ltidschools.net	

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

- for service performed from January 1, 2018 through December 31, 2018.
For freshmen and transfer students, we will accept starting June 1st after completion of 8th grade.
- for an approved activity per CIS GUIDELINES.
- for an organization already on LIST OF APPROVED ORGANIZATIONS.
For transfer students, we will work with you on this one.
- include signature verification with contact information.
- and be turned in by the deadline. NO EXCEPTIONS.

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OF THE ENTIRE PACKET SUBMITTED**

Page	Total Hours on Page	<i>This section for CIS entry only.</i>	
		Approved	Notes
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total =		Certified by:	Entered by:

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