

CAVS IN SERVICE | Guidelines

Effective August 2017

Mission – *To facilitate, encourage, and support student volunteerism in the community.*

Vision – *To have every student serve a minimum of 100 volunteer hours upon graduation from Lake Travis High School.*

Section 1. Activities – CAVS IN SERVICE is non-paid volunteer service for the betterment of others beyond oneself. A minimum of 50 volunteer hours of the required 100 must be outside the sphere of LTHS. The service must be actively doing charitable work for a public or non-profit organization and must be supervised by an adult who will verify the service. Eligible service begins in June after the student graduates from eighth grade.

Activities NOT eligible for credit are:

- anything required for a class, academic credit, or an extracurricular activity;
- travel time to or from volunteering;
- court-mandated or school mandated community service;
- fundraising efforts or solicitation for donations;
- donations of money or items in lieu of service hours;
- job shadowing;

For overnight camps, the maximum service that will be credited is 10 hours per day.

Service hours for hospitals and nursing homes may be approved if the service is part of an official volunteer program with the organization. These official programs provide opportunities for teen volunteers in the form of meaningful work assisting and interacting with patients and families as well as through community outreach programs. Non-paid activities such as job-shadowing and clerical office work will not be considered eligible for CAVS IN SERVICE hours.

Section 2. Organizations – Sponsoring organization must be a public or nonprofit **charitable** organization or agency. Pre-approved organizations can be found online on the CAVS IN SERVICE List of Approved Organizations.

- Before volunteering for an organization not on the List of Approved Organizations, the student is responsible for submitting the form “Request to ADD Organization to Approved List” (found online). Please allow 30 days for review and closure.
- If student plans to volunteer over the summer for an organization not on the List of Approved Organizations, the student should submit the form by May 1st for approval.

The CAVS IN SERVICE committee cannot guarantee service credit for a non-approved organization even if the hours have already been performed.

Section 3. Submitting hours – When submitting CAVS IN SERVICE hours, students are responsible for:

- reading and following the Instructions for submitting hours (found online);

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- completing the Annual Review Cover Sheet, attaching all documents, and turning the packet in by the deadline;
- ensuring volunteerism was performed in accordance to these guidelines and that the organizations are on the List of Approved Organizations;
- providing detailed agenda or itinerary for all overnight camps and mission trips and detailed activity log for all scout award projects;
- securing signature verification from the sponsoring organization. PARENTS MAY NOT verify hours for their own student unless that parent is in charge of the organization.
- keeping copies of all documents submitted to CAVS IN SERVICE;
- checking their approved hours posted to the website and contacting the CIS faculty sponsor by the designated deadlines in the event of a discrepancy.

Section 4. Deadlines – CAVS IN SERVICE reviews student submissions on an annual basis. Students collect documentation of service across a calendar year from January to December and submit these documents between **January 1st through January 31st** of the following year. Seniors can submit documentation of service performed January to March of their senior year by **April 1st**.

- ★ **January 31st and April 1st are absolute submission deadlines. No exceptions.**
- ★ **Please allow 30 days after January 31st and April 1st for the review to be completed and for approved hours to be posted to website.**

Section 5. Appeals – To appeal the approval decision from the annual review process, students must submit an Appeal Request by **April 1st** (found online). To appeal the approval decision from the April submission, seniors must notify the CIS faculty sponsor by **April 30th**.

Section 6. Recognition – Seniors who are credited with 100 hours of eligible and approved volunteer service by appropriate deadlines will be recognized with CAVS IN SERVICE honors conferred at graduation.

Section 7. Transfer students – When a student enrolls at LTHS as a transfer student, CAVS IN SERVICE will accept transfer of previously earned service hours according to these conditions:

- The student must submit documentation of previously earned hours for review by the next **January 31st** following their transfer-in date.
- The transfer hours must satisfy all standards detailed in Sections 1 and 2.
- The 100-hour requirement for CAVS IN SERVICE honors will be prorated based on 25 hours per year. The student can transfer a maximum of 25 hours per year earned while at their previous school(s). The remainder of the hours must be earned while at LTHS.
- The student must inform the CIS faculty sponsor of their transfer status, otherwise the requirement to earn all 100 hours while at LTHS will be assumed.

Section 8. Oversight – The CAVS IN SERVICE committee and the LTHS principal are committed to the mission and vision of this initiative. We reserve the right to use discretion to modify these guidelines as unforeseen circumstances arise, while ensuring the quality and consistency of the program.