

CHAPS In SERVICE

This form should be turned into the Assistant Principal's Office in the 9th Grade Center of the main building.

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.

COMMUNITY SERVICE VERIFICATION FORM

Student Name (please print) only one student per form	Class of
Organization or activity	Location & Telephone Number:
Volunteer Activity:	

Date of Service	# of service hours	Organization Sponsor Signature	Title	Date of Computer Entry

PLEASE MAKE A COPY OF THIS FORM FOR YOUR RECORDS!

Chaps in Service Sponsor Certification

Date of Certification

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 for a non-profit organization.
- The activity sponsor must document service dates and times. Parents or guardians may not sign.
- Students are responsible for completing forms and entering hours to the website. Organization sponsors do not complete forms or enter the hours.

Procedure for Entering Community Service Hours and Completing Verification Form

1. Select an agency or project. Make sure that this agency is nonprofit. If you are not certain, check with the Faculty Advisor (khoward@eanes.k12.tx.us).
2. Obtain a community service verification form in the Counselors' offices, AP office, 9th Grade Center office, Faculty Advisor (College Career Counseling) or directly from the Web site.
3. Take the form with you to your volunteer site. Fill in the pertinent information and have it signed by site representative.
4. Record your service hours on-line on the **Service Hours On-Line Submission Form** on the Chaps in Service web site. **Please put the date recorded!**
5. To get to the Chaps in Service web site:
 - a. Go to the Westlake home page (<http://www.whschaps.com>)
 - b. Click on Information
 - c. Click on Chaps In Service or <http://whs.eanes.k12.tx.us/Partners/ChapService/default.asp>
6. Turn in your completed verification form. The Faculty Advisor will review all Verification Forms for approval. When approved, the hours will be listed as "certified" in the Volunteer Hours Search on the web site. Please allow two weeks for certification. If hours are not certified, please e-mail the Faculty Advisor, Kathy Howard, at khoward@eanes.k12.tx.us.

Always keep a copy of your forms for your personal records!