



REQUIREMENTS FOR WORK & VOLUNTEER EXPERIENCE

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REQUIREMENTS FOR ½ CREDIT

LAVA allows students to earn credit for working and/or volunteering while they are attending school full-time. A maximum of 2.0 credits (work and/or volunteer) can be earned toward the elective requirement for graduation. Students earn credit at a rate 1/2 credit for every 123 hours worked/volunteered if ALL of the following conditions are met for each request:

1. Student must be enrolled full-time at LAVA taking a minimum of 2 courses.
2. Student must meet the attendance minimum of 25 hours a week for the 9 week period of the request. (This can be an average of the 9 week period)
3. Students must complete the two courses they are taking within the 9 week period of the request and pass them with a C or better.
4. Qualifying work hours must occur during the 9 week period of the request. Work hours may accrue over 18 weeks if desired (in that case, student must complete a total of 4 courses with a grade of C or better *and* an attendance average of at least 25 hours a week.
5. **Work:** Student must complete the log of work hours and attach copies of all paycheck stubs to the back of this form. Any stub not included cannot be counted. Year-to-date (YTD) totals cannot be used. **Volunteer:** Students must have their volunteer location approved in advance by administration. An adult supervisor must provide LAVA a signed and notarized work log that provides the name of the agency, date and hours volunteered.
6. Student must attach a 1 page formal letter addressed to administrative staff of LAVA identifying a workplace skill they acquired during the period and also must identify two workplace skills they need to improve upon and why.
7. The student's direct manager or supervisor must rate the student on a 4.0 scale for performance and character of the student, using the form at the bottom of this sheet. The student must score higher than 2.5 average to receive credit.