

FREQUENTLY ASKED QUESTIONS SERVICE LEARNING

Q: Will CAVE accept my Service Learning Application before the first day of school?

A: CAVE will accept applications one week before the start of the semester. We suggest you turn your application in as quickly as possible as applications can take 7-10 for CAVE to process.

Q. If I was cleared through CAVE before, do I still need to fill out an application?

A: Yes. If you have participated in service learning before then you will need to complete the Returning Service Learning Application found on our website.

Q: If I am in multiple classes that require service hours, can my hours double count for my classes?

A: It is extremely rare that this can happen. If you are worried about the number of hours required by multiple courses, you should discuss the situation with your instructors.

Q: If I am finding my own placement or a distance learner, how do I fill out the CAVE application?

A: If you are finding your own placement, you will indicate that in #5 of the application. Please note CAVE's requirements are based on our contract with Chico Unified School District. If your placement is in another school district, you must also confirm their requirements for volunteering, as schools often additionally need background checks or other requirements.

Q: Where do I get a TB Assessment and how is that different from a TB Test?

A: The Health Center on campus has [TB Assessment Clinics](#) specifically for Service Learning Students. CUSD and most schools only require a TB Assessment valid within 4 years. If you have a positive TB Assessment, you will need to get further testing and documentation showing you do not have active TB. If you are a distance learner, verify requirements with the school you hope to do your placement with as they may vary from CAVE's requirements

Q: Who should I get my letter of recommendation from?

A: Your letter can come from any professional source. Please make sure your letter of recommendation follows ALL requirements listed on our application including letter within 4 years, on letterhead and/or contact information, statement of how and how long they know you, as well as your appropriateness for service. We will have to call to verify any missing information, which can drastically slow down your application processing time.

Q: Can I email my letter of recommendation or TB results?

A: CAVE will not accept any letters of recommendation or TB results via email from local students. You must print a copy and include it when you turn in your completed application. If you

are a distance learner, you may scan and email a signed copy of your letter of recommendation in your completed application.

Q: If I am returning student, how will I know if my letter of recommendation or other forms are out of date?

A: If you are concerned on whether your application is current or not, you can call our office at (530) 898-5817 to confirm. You can bring in your up to date forms along with your returning service learning application.

Q: How will I know when I have been cleared?

A: Local Students: We will call you when your clearance form is ready to be picked up. Please make sure your voicemail box is set up and not full.

Distance Students: We will scan and email your clearance form for you to print out and bring to your placement site and share with your teacher.

Q: What if I missed the deadline; can I still turn in my application?

A: You may only turn in a late application with permission from your professor via an email to Cathryn Carkhuff, the CAVE Coordinator ccarkhuff@csuchico.edu.

Q: What do I do if I need to adjust my schedule at my volunteer placement site?

A: CAVE places you based on time matches between you and a teacher. Once you have been placed, you may work out changes with your teacher at their convenience. If changing hours does not work for the teacher, please come to the CAVE office to be replaced.

Q: I have not been able to get ahold of the teacher I was placed with. What do I do?

A: Come to or call the CAVE Office and a Service Learning Specialist will help you get in contact with the teacher and, if necessary, re-place you with another teacher.

Q: Can CAVE verify my hours, waive hours, check my grade or other course requirements?

A: No, CAVE only does placements. See your course instructor for all course requirements.

Q: I have other questions. Who do I contact?

A: You can call our office at (530) 898-3353 to speak with the Service Learning Staff or email us at caveservicelearning@csuchico.edu. You may also stop by our office in the beginning of the semester to personally speak with our staff and have your questions answered in person.