



Alumni Name: _____
Parent Signature: _____
Date of Service Hours: _____
Teacher's Name: _____

*NOTE: Alumni without this completed form will NOT be permitted to stay.*

## **ALUMNI SERVICE HOURS**

Dear Alumni,

Welcome back to SMS! The teachers and staff are always excited to see you return to your alma mater to acquire service hours. In an attempt to organize your visit and to give all of our alumni a chance to return, we have instituted the following procedure for you to follow. This procedure will ensure that we have teachers ready to accommodate you during your visit. Please bring this form with you on the day of your visit. Make sure you have completed the information shown at the top of this form and you will be asked to complete the summary portion at the end of your visit. We are looking forward to seeing you!

### **Alumni – Service Hours Procedure:**

1. Contact Mr. Andrew Carner, Principal, by e-mail **at least 72 hours** prior to the date you are requesting service hours at SMS. Please include your name, the date you wish to attend, and contact information for yourself. DO NOT contact the teachers directly. email: [acarner@smsbera.org](mailto:acarner@smsbera.org)
2. Mr. Carner will arrange for a teacher to sponsor your service hours. The teacher will assign specific duties for you to complete during your visit.
3. This completed Alumni Service Hour form must be brought to the SMS office on the day of your visit including a parent signature.
4. Visiting alumni must conform to a dress code. You are expected to dress appropriately when returning to SMS for service hours. This means no shorts, jeans, ripped clothing, or inappropriate attire. If you are attending a Catholic high school, it is strongly recommended that you wear your uniform.

### **ALUMNI SERVICE HOURS SUMMARY** *(This portion to be completed at the end of the day.)*

Alumni Address/City/Zip:

\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

What tasks did you perform for the teacher during your service hours?

\_\_\_\_\_  
\_\_\_\_\_