

NOTE: Alumni, without this completed form, you will not be permitted to stay.

ALUMNI NAME: _____
DATE of SERVICE: ____ / ____ / ____
ARRIVAL TIME: _____
DEPARTURE TIME: _____
TOTAL HOUR WORKED: _____
STUDENT SIGNATURE: _____
PRINCIPAL SIGNATURE: _____

PROCEDURE FOR ALUMNI SERVICE HOURS

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. We are looking forward to seeing you!

Alumni – Service Hours Procedure:

1. Contact the principal via e-mail at least 72 hours prior to the date you are requesting to visit. Please leave your name, the date you wish to visit and contact information for yourself. **DO NOT** contact any teacher directly.
2. The principal will inform the teachers of your request.
3. Once a teacher chooses to have you perform service hours in their classroom, the principal will contact you to confirm the date, time, and teacher(s) you will be with during your visit.
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, you are to wear your high school uniform; public high school students are to dress in professional casual attire.***
5. On the day of your visit you **MUST** bring this form with the top portion completed. At the end of the day you will complete the Summary Section.

ALUMNI SERVICE HOURS SUMMARY

(This portion of the form is to be completed at the end of the day)

Alumni Current High School:

Alumni E-mail:

What did you do for the teacher:
