



## Alumni Service Hours Form

### Welcome back to Saint Joan of Arc!

Our teachers and staff are excited to have you back in the building to acquire service hours. In order to organize your visit and to give other alumni a chance to return, we have instituted the following procedures for you to follow. These procedures 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 to the right of this form.

Alumni Name:	
Date of Service:	
Arrival Time:	
Departure Time:	
Total Hours Worked:	
Student Signature: _____	
Principal Signature: _____	

*We are looking forward to seeing you again!*

### Service Hours Procedures:

1. Contact Mr. Sattler ([gsattler@school.joanofarc.org](mailto:gsattler@school.joanofarc.org)) or Mr. Carner ([acarner@school.joanofarc.org](mailto:acarner@school.joanofarc.org)) 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. Please do not contact any teacher directly.
2. Mr. Sattler or Mr. Carner will inform the teachers of your request.
3. Once a teacher chooses to have you complete service hours in their classroom, Mr. Sattler or Mr. Carner will contact you to confirm the date, time, and teacher(s) you will be with during your visit.
4. Visiting alumni must follow a dress code. You are expected to dress appropriately while at SJA for service hours. We do not allow jeans, ripped clothing, shorts, 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 need to complete the **back** portion.