Service Hours Form

Welcome to Saint Joan of Arc!

Our teachers and staff are excited to have you in the building to acquire service hours. In order to organize your visit and to give others a chance to volunteer, 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.

We are looking forward to having you!

Student Name:	
Date of Service:	
Arrival Time:	
Departure Time:	
Total Hours Worked:	
Student Signature: _____	
High School Principal Signature: _____	
Parent Signature: _____	

Service Hours Procedures:

1. Contact Mrs. Jagielski *(fjagielski@school.joanofarc.org)* or Mr. Carner *(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. Mrs. Jagielski or Mr. Carner will inform the teachers of your request.

3. Once a teacher chooses to have you complete service hours in their classroom, Mrs. Jagielski or Mr. Carner will contact you to confirm the date, time, and teacher(s) you will be with during your visit.

4. Visiting high school students must follow a dress code. You are expected to dress appropriately while at SJA for service hours. We do not allow jeans, sweats, 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.

Service Hours Summary:

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

Volunteer's Current High School:	
High School Volunteer's Email:	

What did you complete for the teacher(s)?:

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