

May 3, 2016

Dear Parents,

Attached is a brochure summarizing the service hour requirements for the 6th, 7th, and 8th Grade students. Also attached are three service hour reporting forms. (Extra reporting forms are available in the box on the principal's office door and on the school website.) Please note the number of hours required for each student, **as the number has changed**. These hours must be completed by April 30, 2017. Any student who does not complete the required service hours will not be allowed to attend any class field trips scheduled during May, including the 8th Grade class trip.

Students have been informed of the service hour guidelines. Please review the guidelines below and the attached brochure. After reviewing all of the information, please sign the form below and return it to school by May 10, 2016. Thank you for your support and assistance with this very meaningful project.

Sincerely,
Mr. Ray Rehberg
Mrs. Jennifer Wardynski

Service Hour Guidelines

- Service hours may be completed from May 1 until April 30 of each year.
- Service hour reporting **must** be turned in within two weeks of the date of service. Summer hours must be turned in by September 8, 2016.
- Completed service hour reporting forms should be placed in the box on the principal's office door.
- Parents may **not** sign service hour forms for their children.
- Service hours performed for family members (parents, grandparents, siblings, etc.) will not be accepted.
- Babysitting is no longer allowed unless pre-approved by the principal.

Student's Name _____ Grade _____

I have read the service hour brochure and guidelines and understand the consequences if my son/daughter does not complete the required service hours. I also understand that all guidelines must be followed for service hours to be credited.

Parent's Signature