Dear Supervisor,

As the Faith Formation Department at St. Michael the Archangel, we want to express our gratitude to you for providing our student with a place to serve. Allowing him/her the opportunity to become the hands and feet of Christ within our community is of extreme importance to our school. We could not do this without your willingness to lead and support them on their journey.

We believe in our students and are humbled by their continued dedication to serve with a generous heart. We learn so much through their witness of living out a life having Christ as the center. Among the multitude of life lessons that we hope they learn throughout this process, honesty and integrity is at the top of the list. Therefore, we ask for your partnership in holding them accountable. We please ask you to sign the approval forms now, giving them permission to work alongside of you for their 25 hours of service. The hour log form will also need to be signed upon completion of the student’s service with your agency.

Along with that paperwork, we will be contacting you in the spring to verbally verify that the experience was positive, all hours were accomplished, and to receive any feedback you would like to share. If you have any further questions or concerns, please do not hesitate to email me at jburns@smacatholic.org

With gratitude,

Jana Burns, LMSW
St. Michael the Archangel
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