

Dear Supervisor,

We want to thank you for offering our seniors of the Class of 2019 an opportunity to learn by serving for and with others. We feel that the time that they spend with you and the people you serve will enrich their lives and help them to understand more clearly and fully what it means to be a “Man For and With Others” - our school motto and our educational goal.

In order to maximize this learning experience and to hold the student accountable for his work, we would like to enlist your assistance. Accompanying this letter is an **attendance sheet** to keep track of our student’s hours and an **evaluation form** for you to fill out on the senior once he has completed the work he had agreed to do. We ask that you supervise the student as regards the time sheet and that you ***mail us this attendance sheet and the evaluation after the completion*** of the project by our student. **We also ask that our student be involved as much as is possible in person-to-person activities** although we understand that there are times when manual or clerical work needs to be done.

Accompanying this letter is a pamphlet containing the four-year service program at De Smet Jesuit, the objectives of the Service Projects Program at De Smet, the guidelines for the Senior Project Program, a page outlining the expectations that the agency and student should have of one another, and a page describing in detail how our senior is to complete his service project. You may find this information helpful in evaluating our student.

 Your cooperation in this effort will help us to teach our students the value of his work, the uniqueness of his talents and the gifts he receives from those alongside of whom he serves.

Thank you very much for your assistance. If you have any questions, you can contact me at jhawkey@desmet.org or 314-567-3500.

Peace

John Hawkey