

I. Mission Statement

Rooted in life and teachings of Christ, our mission is to foster meaningful connections and collaborations with the people around us. Loving our neighbor is an essential part of faith formation. Many students, faculty, and staff of Samford University seek to do just this through acts of service, mutual learning, and a long-term commitment to our city. We want to see you out there serving!

II. Attendance

i. Weekly Service Hours

You are expected to fulfill **1-2 hours** of service per week over the course of 8 weeks. Two absences are excused, provided you complete an absentee form if you need to miss a day.

ii. Absentee Protocol

In the event of an absence within the 8-week period, you must submit an absentee form at least **24 hours** in advance. Prior to submitting the form you must notify your cadre and make necessary arrangements for your absence.

iii. Cadre Withdrawal

If you anticipate difficulty in committing to your assigned cadre weekly, or if your schedule prohibits consistent attendance, please fill out the cadre withdrawal form.

III. Dress Code

During your service hours, **business casual attire** is mandatory unless specified otherwise by your cadre. Ladies, your mid-drift must be covered.

The following clothing items are **prohibited**:

- i. Ripped Jeans
- ii. Shorts/ Mini Skirts
- iii. Oversized T-shirts/ Sweatshirts
- iv. Slide on Open Toe Shoes
- v. Graphic Tees unless it has Samford logo
- vi. Tights/ Leggings
- vii. Crop Tops

If you have committed to volunteering at a specific cadre but can't attend the upcoming weekly session, kindly fill out this form within **24 hours** and submit it. This allows your cadre to make any necessary adjustments. Timely completion of this form is crucial for effective planning.

*****Please note you are only allowed two excused absences. Anything more than two will result in not receiving convocation credit.***

Student Name: _____

Email: _____

Cadre: _____

Date of Absence: _____ Cadre Shift: _____

Reason for Absence: _____

Have you communicated with your site coordinator regarding your absence? _____ Yes _____ No

I _____ (full name) formally notify you of my decision to withdraw from my chosen Community Cadre _____ (name of cadre) effective immediately. After careful consideration, I have determined that my current commitments and circumstances prevent me from continuing my participation in the program.

I would like to express my sincere gratitude for the opportunities and experiences provided to me during my time as a Cadre. I have greatly enjoyed collaborating with fellow peers and contributing to the meaningful initiatives undertaken by the program.

Please consider this notice as my official withdrawal from all responsibilities and obligations associated with Community Cadres.

Signature

Date