

SMG SPIRIT Hour Program Information

All SMG families are required to volunteer 40 hours of service to SMG between June 1st – May 31st each school year; ten of these hours must be related to Kountry Carnival / Dinner Dance. KK/DD hours may not be made-up later in the year. Official SPIRIT Reports detailing hours earned for each family go out in November, February, and May. Reports will be discontinued once a family has fulfilled its SPIRIT commitment for the year. Any hours volunteered over the required 40 do not have to be submitted.

Family and friends may help earn SPIRIT hours as long as they have completed the safe environment training. Current SMG students may not earn SPIRIT hours; however, high school students may earn SPIRIT hours for their families. Anyone over the age of 18 who volunteers at the school must complete the required diocesan training for keeping children safe prior to performing any service for the school. Once earned, SPIRIT Hours may not be “donated” or transferred to other families. Families may earn SPIRIT hours on behalf of another family and these hours **MUST** be recorded as such at the time they are worked.

SPIRIT hours for donated items:

New items donated to Kountry Carnival / Dinner Dance Auctions will receive SPIRIT hours based on the value of the item up to a maximum of 10 SPIRIT hours. Donated items cannot exceed 10 hours regardless of the time invested to make the item, or the monetary value of the item e.g., handmade quilts, airline or sports tickets, etc.

Food /beverage items which are donated to support a fundraiser or Marketing/Development event will earn SPIRIT hours. Food items for consumption by students (e.g., parties, dances, etc.) do not earn SPIRIT credit. Only **homemade** baked goods for the KK Bake Sale are eligible for SPIRIT hours and are not subject to the ten hour limit. No SPIRIT hours will be credited for store-bought goods donated for fundraisers.

Donated items earn SPIRIT credit as follows:

- Each homemade cake / pie / loaf = 1 SPIRIT hour
- Two dozen homemade cupcakes, brownies, etc. = 1 SPIRIT hour
- Two dozen completed (decorated & filled) confetti eggs = 1 SPIRIT hour
- Two six-packs imported beer = 1 SPIRIT hour
- Two bottles wine = 1 SPIRIT hour
- Gift cards or other items = 1 SPIRIT hour per \$20 value up to a maximum of 10 SPIRIT hours.

How to Submit SPIRIT Hours: All volunteer activities and / or donations must be verified by the chairperson or coordinator of the activity as follows. No hours may be verified by the individual doing the work. *SPIRIT Hours Submission Forms received without verification will not be recorded.* SignUp Genius is only to sign up – it does not submit your hours.

1. Submit a completed SPIRIT Hours Submission Form (available in the school office or website) to the chairperson of the activity for their verification.

OR

2. Send an email with the following information to the chairperson, coordinator, or teacher sponsoring the activity. Ask that they verify the hours and forward the email to SPIRIT@smsgschool.org.

- Family Name Receiving SPIRIT Credit
- Volunteer Name (if different)
- Activity Description
- Date of Activity
- # Hours Worked

Exceptions:

- Milk Server, Lunchroom / Playground Monitor hours are submitted by the office monthly.
- Hours worked at events using sign-in sheets, such as Kountry Carnival weekend, do not have to be submitted independently. The sign in sheet serves as the submission form.