



# SMG SignUp Genius Request Form

To request a SignUp Genius page for volunteers / donations for an SMG School event, please drop this completed form at the front office or email to [spirit@smgschool.org](mailto:spirit@smgschool.org). Once the page is set up and published, you will have an opportunity to approve it. Once approved, an Invite will be emailed to the group indicated. Please feel free to contact the SPIRIT Coordinator with any questions.

Details about your event: (this will appear at top of your SignUp page): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Date \_\_\_/\_\_\_/\_\_\_      End Date \_\_\_/\_\_\_/\_\_\_      Eligible for SPIRIT hours? Y / N

**Slots** are the things you are asking people to sign up for. They can be specific **tasks** or **items**, **donation requests**, or even **time intervals**, e.g., you may have slots for set up, event activities, and clean up. For **donations**, please include a specific list of item(s) needed. Include details such as quantity, where and when to drop them off, and anything else that is relevant. **Use an additional page if needed.**

Date: \_\_\_/\_\_\_/\_\_\_      Slot: \_\_\_\_\_ Start time: \_\_\_\_ (am/pm)      End time \_\_\_\_ (am/pm)      # Needed \_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_      Slot: \_\_\_\_\_ Start time: \_\_\_\_ (am/pm)      End time \_\_\_\_ (am/pm)      # Needed \_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_      Slot: \_\_\_\_\_ Start time: \_\_\_\_ (am/pm)      End time \_\_\_\_ (am/pm)      # Needed \_\_\_\_

For time intervals, e.g., teacher conferences, use the following:

Date: \_\_\_/\_\_\_/\_\_\_      Slot: \_\_\_\_\_ Set start times every \_\_\_\_\_ (time interval)      # Needed \_\_\_\_

Additional details: \_\_\_\_\_  
\_\_\_\_\_

**Please invite:** Entire School \_\_\_\_\_

Only the following: Class A/B/Both      Grade(s) \_\_\_\_\_

Other: \_\_\_\_\_

**Optional** - Request additional Volunteer Info: The SignUp will collect **name** and **email address** from volunteers. If additional info is needed, indicate that here. Please note that anything you request here will be "mandatory" in order to sign up, so the fewer fields, the better. \_\_\_\_\_

**Requested by:** Name: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Contact Person(s): \_\_\_\_\_ Email: \_\_\_\_\_

Note: all replies made from the SignUp will go to the SPIRIT Coordinator and will be forwarded to the contact(s) indicated here.