

SPIRIT HOURS SUBMISSION FORM



Name of Family Receiving

SPIRIT Credit _____

Volunteer Name (if different from above): _____

Volunteer Activity: _____

Kountry Karnival / Dinner Dance related activity? Check if "Yes"

Volunteer Date: _____ Number of Hours Worked: _____

Verified By: _____ Date: _____

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VERIFICATION RULES

All volunteer activities must be verified by the chairperson or coordinator of the activity. No hours may be verified by the individual doing the work. *SPIRIT Hours Submission Forms received without verification will not be recorded.* Methods of verification are as follows:

1. **PAPER FORM:** Submit a completed SPIRIT Hours Submission Form to the chairperson of the activity for their verification/signature. Submit the completed form to the school office or via KIDMAIL.
2. **EMAIL:** Send an email which includes: Family Name Receiving SPIRIT Credit, Volunteer Name (if different), Activity Description, Date of Activity, AND # hours worked to the chairperson, coordinator, or sponsor teacher of the activity. Ask that they verify the hours by forwarding the email to: SPIRIT@smsgschool.org.

NOTE:

- Lunchroom and Playground Monitor hours are submitted by the school office monthly.
- Generally, if there is a sign-in sheet available when you volunteer, that will be used to submit your hours. E.g., hours worked during the weekend of Kountry Karnival will be submitted via sign-in sheets. **ALL OTHER KK HOURS NEED TO BE SUBMITTED VIA METHODS 1 OR 2 LISTED ABOVE.** Booth and activity chairpersons will have their hours verified by the chairperson responsible for their area.