



# Saint Maria Goretti

Est. 1954

## Catholic School

### August 2021

#### What is SPIRIT?

SPIRIT stands for St. Maria Goretti Parents Involved to Render Inspiration and Time and is the name of the volunteer program at SMG. **All families are required to volunteer a minimum of 40 hours** for the school throughout the year.

All SMG families must complete 40 hours (20 hours by December 17, 2021, and 20 hours by May 20, 2022). Otherwise, \$400 per family will be billed (\$200 in January and \$200 in May). You are only charged for the hours you did not complete. Ex. You complete 19 hours by December 17, 2020, you will only be charged for the one hour you did not complete.

**At least 10 hours of your 40-hour commitment MUST be related to our major fundraisers – our annual Kountry Karnival (KK), KK Raffle, or Dinner Dance (DD) events**, as they directly impact our tuition rates. *Five of the ten required hours must be done in person. This means set up, clean up, time spent in a booth, volunteering at the DD, etc... .*

VIRTUS TRAINING (formerly Safe & Sacred) All volunteers must have current Safe Environment training to earn SPIRIT hours. You will be contacted if there are questions about your VIRTUS training status. SPIRIT hours will be put on hold if training is not up to date. Please contact our VIRTUS Coordinator, at [tmartinez@smgschool.org](mailto:tmartinez@smgschool.org) with any VIRTUS training updates or questions.

#### SPIRIT Reports

Periodically throughout the year, you will receive official reports of the volunteer hours that you have submitted. The first report will be sent in November and will include all Kountry Karnival hours that were turned in. The SPIRIT Coordinator will track the first 40 hours you submit; any hours you choose to volunteer beyond 40 do not have to be submitted. Official reports will be discontinued once you have completed a total of 40 hours.

#### What counts towards SPIRIT hours?

We give SPIRIT hours for the time, talent, and treasure that families give in support of approved activities that benefit SMG School. In general, SPIRIT Hour are given for things that **will save money or make money for SMG School**, e.g.:

- Helping teachers with classroom projects or serving as Lunchroom helper, Playground Monitor, etc.
- Field trip chaperone, party worker, Room Parent, etc.
- Donations of time, talent, or treasure (including food/beverage, gift cards, or other items) to support an approved fundraiser, Marketing/Development or Teacher Appreciation event. Donated items cannot exceed 10 hours per item regardless of the time invested to make the item or the monetary value of the item, e.g., quilts or craft items, airline tickets, etc.
- 1 SPIRIT Hour per \$10 spent (with receipt)



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### **What is the difference between Service Hours and SPIRIT hours and who can earn each?**

SPIRIT hours are earned by parents, relatives and friends (including older siblings in high school) who have current VIRTUS training and may be used to complete your SPIRIT Hour Commitment. Service Hours are earned by junior high and high school STUDENTS to meet their school's student volunteer requirements. High School students may earn *EITHER* Service Hours for their school *OR* SPIRIT Hours for SMG, but the same hours may not be applied to both. Current SMG students may only earn Service Hours.

### **How do I find volunteer opportunities?**

Sign Up Genius is our online volunteer scheduling tool, and can be accessed via the school website under the Support Us tab. Volunteer opportunities will also be communicated via email.

### **How do I submit SPIRIT hours?**

Signing up to volunteer for an event via SignUp Genius DOES NOT submit your hours. There are TWO ways to submit SPIRIT hours, either by using a paper form or via email. With either method, your volunteer activities must be verified by the chairperson or coordinator of the activity.

1. **Paper form:** This can be either a sign-in sheet at the event or an individual SPIRIT Submission form. Submit a completed SPIRIT Hours Submission Form (available in the school office or at [www.smgsschool.org](http://www.smgsschool.org) → Forms → SPIRIT Forms) to the chairperson of the activity for their verification/signature, and then submit the completed form to the school office.
2. **Email:** Send an email which includes: Family Name Receiving SPIRIT Credit, Volunteer Name (if different), Activity Description/Date, and # Hours Worked to the chairperson/coordinator or teacher sponsoring the activity. Ask that they verify the hours and forward the email to [SPIRIT@smgsschool.org](mailto:SPIRIT@smgsschool.org).

#### Exceptions:

- 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.

### **Can I donate my SPIRIT Hours to another family?**

Yes. Please include information of family to receive hours when submitting SPIRIT hours.

Questions? Please contact the SPIRIT Coordinator at [spirit@smgsschool.org](mailto:spirit@smgsschool.org)