

# Spring ISD Distinguished Service Graduate Program FAQ for Campus Administrators, Club Sponsors and Community Leaders



Hands and  
Hearts  
Helping  
Others  
H<sub>3</sub>O

## 1. How do I find students when I need volunteers?

Submit a Site Coordinator Request Form available on the district website

## 2. What is the latest date that I can request a volunteer?

Two weeks prior to the event

## 3. What are some examples of appropriate activities for DSG students?

Tutoring  
Mentoring  
Reading, Math, Science, Social Studies, PE, Music, Art Buddies  
Summer School Buddies  
Assisting w/ Student Orientation Packets  
Helping with before/after school functions  
School Carnivals  
Food & Clothing Drives  
School Field Days  
Charity Fundraisers  
Nature Trail Building  
Food Pantries (N.A.M.)  
Fund Raisers for charities  
Volunteering as Summer Camp Counselor (cannot be paid)

## 4. Who is responsible for the DSG students while they are working at my activity?

When the initial [Site Coordinator Request Form](#) is submitted, you will designate the individual that will supervise the students during your activity.

## 5. How are the student's hours documented?

The student will provide you with the form to sign upon completion of their assignment that day.

## 6. Should I give credit for the travel time a student makes?

No, students only get credit for the half hour and hour work they do for the event.

## 7. In what increments is volunteer time calculated?

Students are to receive credit for every half hour that they are working. Please DO NOT award credit for transportation time.

## 8. How are hours calculated for an overnight activity? (Example: Church Mission Trip, Summer Camp Volunteer or Lock-In Volunteer)

Students may earn a maximum of 10 hours per day.

**9. How do I know if students will be volunteering for my event?**

Once you fill out and return your Request Form your information will be posted in the DSG Volunteer Information area of the Spring ISD High School receiving the request. Students will access the DSG volunteer information area at their high school. They will get your contact information and either email or phone you to volunteer for your event.