

Blessed Trinity  
Catholic School  
Volunteer Handbook  
2019-2020



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[www.btcatholic.us/volunteer](http://www.btcatholic.us/volunteer)

## **Volunteer Prayer**

Lord Jesus, as we hear in the Gospels you “did not come to be served but to serve and to give [your] life as a ransom for many.” Bless our school with many generous volunteers who strive to follow Your selfless example. Instill in our parents, guardians, families, friends, students, and staff – and in particular in me – a generous and sacrificial spirit so that we will choose to give without counting the cost because this is the mark of authentic Christian love. Send down your Holy Spirit upon all of us to make us strong in faith, hope, and charity, so that by working together to serve You we might continue to know the blessing of having a Catholic school in our community – a place where our sons and our daughters can learn to center their lives upon You and to grow in reverence, respect, and responsibility. We ask all of this through the intercession of Your Most Blessed Mother. Amen.

## **Welcome!**

Blessed Trinity Catholic School welcomes (and earnestly desires) the help of volunteers. In fact, we need you! Like all Catholic schools, our success greatly depends upon the generosity and volunteer involvement of our school parents/guardians, families, and friends who offer their time, talent, and gifts to serve our students and the wider school community.

This handbook has been developed to “advertise” some of the many volunteer opportunities that exist at Blessed Trinity Catholic School. In it you will find listed many of our regular and ongoing volunteer opportunities/needs as well as some basic volunteer information. Throughout the course of the school year, however, new volunteer opportunities are sure to emerge. As such, please read all parent emails/newsletters and regularly check our website.

If you have any questions about volunteering please don’t hesitate to contact the school office (608-592-5711, ext. 6 or [btschool@btcatholic.us](mailto:btschool@btcatholic.us)). Thanks and God bless you!

## **Mission Statement**

*Blessed Trinity Catholic School seeks to provide a holistic and Christ-centered education that equips our students to become the young men and women that God created them and calls them to be.*

## **Our Core Values**

Although we at Blessed Trinity Catholic School value all that is good, true, and beautiful - in other words, all that comes from the hand of God - our school community holds the following as particularly important for the mission we are trying to accomplish:

- *Reverence* (for God): We strive to teach reverence through regular student participation at Holy Mass and the other sacraments, and through other regular prayer opportunities.
- *Respect* (for one's self and for others): We work to teach this value through modeling this behavior between teachers and students, through education in the virtues, and through encouraging our students to become all that they can be with God's help.
- *Responsibility*: We aim to teach responsibility by helping our students to realize the natural consequences of their actions - both good and bad - and by helping them grow to consistently make good decisions.

## **Diocesan Volunteer Requirements**

The Diocese of Madison requires that all volunteers who work with children complete a mandatory safe environment training and background check. If you will be volunteering in the school building during normal school hours we require that you complete these diocesan expectations. These requirements can be completed online (through the Virtus program) from the convenience of your own home by visiting the diocesan website: [www.madisondiocese.org/safe-environment](http://www.madisondiocese.org/safe-environment)

## **“Share Hour” Requirement for All School Families**

We ask all parents/legal guardians to give generously of their time and talent for the good of our school community. As such, we require the following from each of our school families:

- For two parent families: a minimum of 35 hours of volunteer service per family per school year, which includes assisting with at least 2 fish fries.
- For single parent families: a minimum of 17.5 hours of volunteer service per family per school year, which includes assisting with at least 2 fish fries.
- Though we are grateful for and encourage extended family volunteer involvement only those volunteer hours completed by a parent or legal guardian count towards the required hours above.

The maximum number of volunteer “Share Hours” per 24-hour period is 10. Families that fail to complete the required number of “Share Hours” by the end of the school year will be charged \$25.00 per hour. Families that fail to assist with at least 2 fish fries will be charged \$100.00 per missed fish fry. The 2019-2020 Fish Fry dates are listed later on.

### **Documenting Required “Share Hours”**

Families are responsible for documenting their volunteer hours. Blessed Trinity Catholic School is using the website [www.trackitforward.com](http://www.trackitforward.com) and its companion app to track volunteer hours for the school year. This program allows families to see how many hours they have fulfilled at any given time and it easily allows Blessed Trinity Catholic School to do likewise with all of our many volunteers.

To get started please visit our school website where there is a link to the Track It Forward website. Once there you can register/create an account. You can also download the Track It Forward companion app for your phone or smart device as a more convenient way to document hours.

## **Thank you!**

Blessed Trinity Catholic School is deeply grateful to God for each of our volunteers! Our school has been in existence for over 140 years largely due to the generosity of our families and other members of our parish and community. May God bless you for your volunteer service and may He continue to blessed our school community!

### **Volunteer Hours and Reduced Tuition/Fees**

Federal income tax laws state that, in general, any time value is received for services performed, the amount of the value received is taxable income to the person providing the service. One of the exceptions to this general rule is IRS Code Section 117(d) which states that qualified tuition reduction is not included in income. Qualified tuition reduction is available to employees of certain organizations (Catholic Elementary Schools are eligible) for the education at that organization of the employee, spouse, or child. This exception does not apply if someone other than the parent is providing the service. For example, if the grandparents or older siblings provide the volunteer hours to obtain the reduced rate for the student the amount the fees are reduced would be taxable income to the grandparent or older sibling of the student.

Impact: There are no income tax consequences to the parent volunteer (and no tax reporting requirements to the school) when parents receive reduced tuition and/or fees in exchange for volunteer time at the school. This applies to volunteer hour commitments made by parents as well as reduced tuition rates received for special circumstances such as chairing a major fundraiser. Note: fundraising profits could be subject to UBIT if one of the exceptions discussed is no longer being met because the volunteers have become “employees” receiving non-taxable income in the form of Qualified Tuition Reduction.

## 16. Country Block Fun Run Volunteers

*A Saturday morning in late June*

Volunteers are needed to help with the annual Country Block Fun Run that takes place the same weekend as the Dane Fireman's Picnic. Help is needed securing sponsors and donations, with advertising, organizing registration packages, set-up and clean-up, day of registration, cheering on the runners and providing water, etc.

Contact: Jeff Karls (jkarls@btcatholic.us)

## 17. Parade Float Help

*Various opportunities throughout the year*

Volunteers are needed to help "market" Blessed Trinity Catholic School and to help us have a presence in the community as we look to participate in various parades in the area throughout the year.

Contact: Deacon Michael Pipitone (mpipitone@btcatholic.us)

Or Jeff Karls  
(jkarls@btcatholic.us)

## Other Opportunities

Once again, these are just a few of the many opportunities that exist to volunteer at Blessed Trinity Catholic School. Please contact the school office and/or look for emails and website updates for more opportunities and needs throughout the year!

Once an account has been created you can log in via the website or your app and add hours, see your total hours, and RSVP for new volunteer opportunities among other things. If you have any trouble or questions please contact the school office.

## Partnering for Success

School Administration and Staff is committed to:

- Welcoming volunteers
- Facilitating and monitoring volunteer opportunities
- Informing volunteers about their tasks
- Providing for the success of all volunteers
- Encouraging the initiatives and celebrating the efforts of our volunteers

As a volunteer at Blessed Trinity Catholic School you commit to:

- Respect school rules and procedures
- Perform assigned tasks to the best of your ability
- Work cooperatively with all staff and seek clarification when necessary

## **Volunteer Opportunities**

### **1. Fish Fry Volunteers**

*Various Fridays throughout the school year*

Fish Fries are one of the two largest fundraisers that directly support Blessed Trinity Catholic School. The dates for this year's fish fries are:

- Friday, October 4, 2019
- Friday, November 1, 2019
- Friday, December 6, 2019
- Friday, February 7, 2020
- Friday, March 6, 2020
- Friday, March 20, 2020
- Friday, April 3, 2020

There are many opportunities to help with the fish fries. Help is most needed the actual night of each fish fry (from serving coffee to breading fish), but there are also opportunities to volunteer throughout the week leading up to each fish fry. Please contact Donna Kopp or visit [www.btcatholic.us/volunteer](http://www.btcatholic.us/volunteer) for more information and to sign up!

Contact: Donna Kopp (fishfry@btcatholic.us)

### **13. Catholic Schools Week Volunteers**

*The last week of January*

Catholic Schools Week is an annual weeklong celebration of Catholic Schools. To celebrate at Blessed Trinity Catholic School various activities take place throughout the week and volunteers are always needed. Please look for specific volunteer opportunities in early January on our website and in the weekly update emails.

### **14. Grandparents and Pastor Appreciation Day Volunteers**

*A Wednesday morning in early May*

Every year in May the students of Blessed Trinity Catholic School honor their grandparents and our Pastor with a morning of fun activities. Volunteers are needed to assist with set up, food preparation, and clean up.

Contact: Jeff Karls (jkarls@btcatholic.us)

### **15. End of the School Year BBQ and Potluck Volunteers**

*The last day of the school year*

Volunteers are needed to assist with the annual end of the school year bbq and potluck. Help is needed with cooking, serving, and clean up.

Contact: Jeff Karls (jkarls@btcatholic.us)

## **10. Bulletin Board Volunteers**

*Various days throughout the month*

Volunteers are needed to help maintain and update the bulletin board at school as well as to maintain and update the school advertising bulletin board at St. Patrick Church in Lodi.

Contact: Rachel Kallenbach (rkallenbach@btcatholic.us)

## **11. Athletic/Recess Equipment Organization Volunteers**

*Any day of the week, especially on Fridays*

Volunteers are needed to help clean and organize the sports/recess equipment (balls, hockey sticks, etc.) in the storage closet, especially at the end of each week.

Contact: Deacon Michael Pipitone (mpipitone@btcatholic.us)

## **12. Christmas Fine Arts Night and Reception Volunteers**

*A Saturday night in mid-December*

Every December Blessed Trinity Catholic School hosts a Fine Arts Night/Christmas Concert. Volunteers are needed to help prepare food, set up, and clean up afterwards.

Contact: Jeff Karls (jkarls@btcatholic.us)

## **2. SCRIP Fundraiser Volunteers**

*After weekend Masses*

The SCRIP Fundraiser is a program whereby Blessed Trinity Catholic School (and Parish) is able to buy gift cards to major retailers at discounted prices. These gift cards are then sold to parishioners and school families at face value and the school is able to keep the difference. For example: Blessed Trinity Catholic School buys a \$25.00 Walmart gift card for \$23.00, but sells it to someone who wants to shop at Walmart for the \$25.00 it is actually worth (so this person doesn't lose anything in the transaction) and then the school gets to keep the profit. This is a GREAT fundraiser for the school and volunteers are needed to sell these gift cards/take orders after each of the weekend Masses at Blessed Trinity Catholic Parish (Saturday, 4:30pm in Lodi; Sunday, 8:00am in Dane and Sunday, 10:00am in Lodi).

Contact: Becky Ripp (scrip@btcatholic.us)

## **3. Roseanne Mills School Gala Volunteers**

*Takes place at the end of April/early May each year; various opportunities exist in the weeks leading up to it*

Blessed Trinity Catholic School is blessed to host an annual gala in honor of the late Roseanne Mills, who was a major supporter of our school and Catholic education. The gala is the largest fundraiser for our school, and many volunteers are needed to plan, decorate, coordinate, clean-up, etc. For more information about the many opportunities that exist to help please contact Jeff Karls.

Contact: Jeff Karls (jkarls@btcatholic.us)

#### **4. Classroom Assistants/Tutors**

*Any day of the week*

Volunteers are always appreciated and needed to assist in the classrooms in various capacities, from reading stories to the younger children to helping tutor some of the older students.

Contact: Deacon Michael Pipitone (mpipitone@btcatholic.us) and Respective Classroom Teachers

#### **5. Assistant Recess Supervisors**

*Any day of the week*

Volunteers are always needed to help supervise our students on the playground at recess along with Blessed Trinity Catholic School staff.

Contact: Deacon Michael Pipitone (mpipitone@btcatholic.us)

#### **6. Hot Lunch Volunteers**

*Tuesdays and Thursdays, 10:30am-12:30pm*

Volunteers are needed to make, to serve, and to clean up after hot lunch on Tuesdays and Thursdays. The school will reimburse you for any expenses and your child(ren) will eat for free that day!

Contact: Jeff Karls (jkarls@btcatholic.us)

#### **7. Kitchen Cleaning/Dishwashing Volunteers**

*Any day of the week, especially Mondays, Wednesdays, and Fridays*

Volunteers are needed to help clean and maintain an orderly kitchen and to help with dishes, especially after lunch each day.

Contact: Deacon Michael Pipitone (mpipitone@btcatholic.us)

#### **8. Uniform Exchange Volunteers**

*Any day of the week*

Volunteers are needed to help organize and maintain our uniform exchange closet, so that it remains orderly and operates smoothly. The Uniform Exchange Closet exists to provide families an opportunity to exchange school uniform clothing that their child has outgrown.

Contact: Sarah Peterson (speterson@btcatholic.us)

#### **9. Library/Media Center Volunteers**

*Any day of the week*

Volunteers are needed to assist with basic library duties, including shelving returned books, as well as helping to keep the room organized and clean.

Contact: Rachel Kallenbach (rkallenbach@btcatholic.us)