

Blessed Trinity
Catholic School

Volunteer Handbook 2021-2022



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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 thrives off the generosity of our volunteers. Like all Catholic schools, our success greatly depends on the goodness and volunteer involvement of our parents/guardians, families, and friends who offer their time, talent, and gifts to serve our students and the wider school community.

This handbook is designed to “advertise” many of our volunteer opportunities at Blessed Trinity. There are many more that pop up throughout the school year, but those listed within this booklet are our regular and on-going needs. Please continue to read all parent emails, newsletters and check the website for new events available during the year.

Because of these volunteer hours, you help contribute to our low tuition rates – one of the lowest in the Diocese of Madison, and in the surrounding area for private education. We can offer families half the rate that it takes to educate a student.

If you have any questions about volunteering, please don’t hesitate to contact the school office (608-592-5711, ext. 7 or azepp@btcatholic.us). Thank you!
Mrs. Zepp

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 oneself 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

“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.

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 Fish Fry dates are listed later.

Documenting Required “Share Hours”

Families are responsible for documenting their volunteer hours. Blessed Trinity Catholic School is using the website 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. 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.

Signing Up for “Share Hours”

You can sign up for “Share Hours” at the Open House in August or via Sign Up Genius. This website allows us to send email reminders as the event for which you signed up draws near. It allows you to sign up for many opportunities at once, ahead of time, and while looking at your personal calendar. We will send out the sign up genius after our Open House.

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 fellow volunteers and seek clarification when necessary

How to Read this Booklet

You will see a volunteer opportunity “ad” as follows:

Title of Event/Opportunity

When the opportunity takes place/dates of the event

A description of the event/opportunity

Contact information

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 1, 2021
- Friday, November 5, 2021
- Friday, December 3, 2021
- Friday, February 4, 2022
- Friday, March 4, 2022
- Friday, March 18, 2022
- Friday, April 1, 2022

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 for more information and to sign up!

Contact: Donna Kopp (fishfry@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 and Saturday 6:00pm in Dane; Sunday, 8:00am in Dane and Sunday, 10:00am in Lodi).

We are also looking for a new person to head up the SCRIP program. Please contact Alicia Zepp if you are interested in earning all of your volunteer hours this way!

Contact: Becky Ripp (scrip@btcatholic.us)

3. Roseanne Mills School Gala Volunteers

April 30, 2022; 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. 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: Alicia Zepp (azepp@btcatholic.us)

5. 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: Alicia Zepp (azepp@btcatholic.us)

6. 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: Alicia Zepp (azepp@btcatholic.us)

7. 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)

8. 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: Alicia Zepp (azepp@btcatholic.us)

9. 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: Alicia Zepp (azepp@btcatholic.us)

10. Christmas Concert & Fine Arts Night

December 21, 2021 and March 15 2022

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: Alicia Zepp (azepp@btcatholic.us)

11. Catholic Schools Week Volunteers

January 21-February 4, 2022

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.

Contact: Alicia Zepp (azepp@btcatholic.us)

12. Grandparents Day Volunteers

September 13, 2021

In September the students of Blessed Trinity Catholic School honor their grandparents with a morning of fun activities. Volunteers are needed to assist with set up, food preparation, and clean up.

Contact: Alicia Zepp (azepp@btcatholic.us)

13. Donuts for Dad Volunteers

March 18, 2022

We will celebrate our dads with the obvious choice: donuts! Help serve the great men in our lives. Volunteers are needed to assist with set up, food preparation, and clean up.

Contact: Alicia Zepp (azepp@btcatholic.us)

14. Muffins for Mom Volunteers

May 6, 2022

Calling all men and dads to help honor our mothers! We will serve our moms and students muffins as a small way to show our appreciation for all that they do for us every day of the year. Volunteers are needed to assist with set up, food preparation, and clean up.

Contact: Alicia Zepp (azepp@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: Alicia Zepp (azepp@btcatholic.us)

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: Alicia Zepp (azepp@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: Alicia Zepp (azepp@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!

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 bless 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.