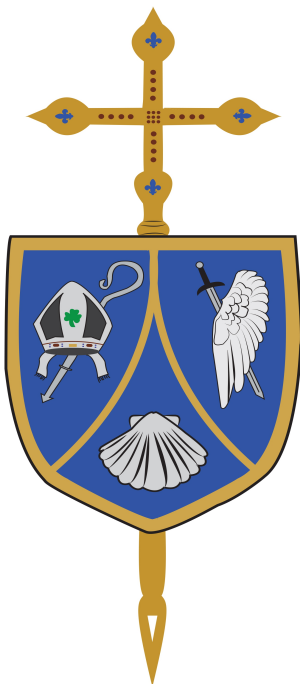


**Blessed Trinity Catholic School  
Volunteer Handbook  
2017-2018**



109 South Military Road  
Dane, WI 53529  
Phone: 608-592-5711 ext. 6 or 7  
Email: [BTSchool@BTCatholic.us](mailto:BTSchool@BTCatholic.us)  
[www.btcatholic.us/school](http://www.btcatholic.us/school)

## **Welcome!**

This handbook was created to help parents and friends of Blessed Trinity Catholic School identify volunteer opportunities matching their skills, interests, and time considerations. It includes many current ongoing volunteer activities. Throughout the year many additional opportunities become available. As a result, some volunteer needs are last-minute. If you have a volunteer interest or skill and you do not find an area of interest listed in the handbook, please contact the school office at 608-592-5711 ext. 6 or check the school website at *[www.btcatholic.us/school](http://www.btcatholic.us/school)*

For questions concerning volunteering please contact the School Office via phone 608-592-5711 ext. 6 or email us at [btschool@btcatholic.us](mailto:btschool@btcatholic.us).

*Thank you for giving your time and talent to help enrich  
Blessed Trinity Catholic School.*

## **Mission Statement**

With Christ at its center, Blessed Trinity Catholic School seeks to provide a holistic, Catholic education that equips our students to become the young men and women God created and calls them to be.

## **Our Values**

Although we value all that is good, true, and beautiful, all that comes from the hand of God - our school community holds the following as particularly important:

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

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## **Important Contacts**

If you have questions about any volunteer opportunities please call the school office at 608-592-5711 ext. 6 or 7.

The school secretary would be happy to assist you or direct you to another contact person. Please use the contact information included in this handbook for questions or to volunteer for specific events.

## Volunteer Training Requirements

The Diocese of Madison requires that all volunteers who work with children complete mandatory training and background checks. If you will be volunteering in the school building during school hours, we require that you complete these volunteer requirements.

Listed below are the requirements for volunteers.

1. Current Diocesan Background Check
2. Protecting God's Children Training

## Share Hour Policy

We ask all parents to generously share their time and talents. ***Each family is required to donate a minimum of 35 hours per school year in service to the school, with at least 15 hours being part of a school or parish fundraising event.*** Single parent families are required to give 17.5 hours of service, with at least 7.5 hours being part of a school or parish fundraising event. ***Families will be charged \$25 per uncompleted Share Hour.*** Share Hour opportunities that have maximum limits are: 10 hour maximum per 24 hour period. Parents are responsible for documenting hours by turning in a Share Hour Record form to the school office every month. Share Hours will be turned in to the office on a separate form when all hours are completed.

## **How to record your Share Hours**

It is your responsibility to track and report your hours. A monthly Share Hour record form must be turned in to the school office by the 10th of the following month. Share Hour forms will be available on the school website; families are responsible for printing their own forms. The Share Hour forms for July and August will be mailed to families in our June school mailing and will be due no later than September 10th. To insure timely feedback to our families, late Share Hours will not be accepted. A status report will be sent home a minimum of two times per year. Please remember that only the volunteer hours completed by a student's parent or guardian count toward Share Hours. Though we encourage extended family involvement, any volunteer hours completed by a relative or child will not count toward your required hours.

## **ONGOING OPPORTUNITIES**

Many school programs and activities require volunteers on a year-round or annual basis. Offering your time to assist with the needs listed will help Blessed Trinity School with its day-to-day operations.

### **Lunch Crew**

Tuesdays & Thursdays: 10:30am - 12:30pm

Volunteers are needed to make and assist with hot lunch.

Duties include some food prep, serving students, and some clean-up. The school will reimburse the cost of food.

Contact:

Donna Kopp

dkopp@whyterra.com

### **Library Helpers**

The library welcomes volunteers to assist with shelving books, preparing books for check-out, and the annual Book Fair.

Contact:

Rachel Kallenbach

608-592-5711 ext. 6

btschool@btcatholic.us

### **School Office or Instructional Assistant Subs**

Periodically we need substitutes for the school office or for one of our instructional assistants. Volunteer needs may include half or whole day commitments. Please contact the School Office if you are interested in being a volunteer substitute.

Contact:

Jeff Karls

608-592-5711 ext. 7

jdkarls@btcatholic.us

## **Clothes Closet Coordinator**

Our Clothes Closet needs organized individuals to keep it operating smoothly. The Clothes Closet was set up to give families an opportunity to exchange school dress code clothing their children have outgrown. Coordinators are needed to keep the clothes organized, plan collection days, and to run quarterly Clothing Exchanges.

Contact:

School Office

608-592-5711 ext. 6

btschool@btcatholic.us

## **SCRIP Program and Sales**

SCRIP is one of the biggest fundraisers for the school. Through the SCRIP program, parents sell a variety of gift certificates. The school purchases these gift certificates at a discount and sells them at their face value.

Volunteers are necessary to keep this fundraiser and service available to our community. Two volunteers are required per selling session. Volunteers are also needed in the SCRIP office to help with purchasing and record keeping. A SCRIP Liaison is needed to share parent feedback and monthly numbers with the School Council.

A SCRIP Outreach Coordinator is needed to research digital options, market the SCRIP program to the parents and parish, and create a business gift SCRIP program; this can all be done from home.

Contact:

Julie Karls

603-496-7487

juliekarls@gmail.com



## **Gala / Auction**

The Gala is always looking for volunteers. Procurement and planning begin in the winter and continue until the event. The Gala Committee welcomes new members as well.

Opportunities are also available to help with decorations, set-up, clean-up and many other areas.

Contact:

Jeff Karls

608-592-5711 ext. 7

[jkarls@btcatholic.us](mailto:jkarls@btcatholic.us)

## **General Fundraising**

With Each fundraising event we have, assistance in organizing is necessary.

Contact:

Rachel Kallenbach

608-592-5711 ext 6

[rkallenbach@btcatholic.us](mailto:rkallenbach@btcatholic.us)

## **Fundraising Committee**

A couple of times a year this committee will meet to discuss how fundraising is going and how we would like to approach next years fundraising.

Contact:

Rachel Kallenbach

608-592-5711 ext 6

[rkallenbach@btcatholic.us](mailto:rkallenbach@btcatholic.us)

## **Classroom Assistants**

Classroom volunteers are one of our most appreciated resources. Teachers welcome assistance with reading groups, projects, and classroom activities.

Contact:

Julie Buhr

[jbuhr@btcatholic.us](mailto:jbuhr@btcatholic.us)

## **Marketing & Development Committee**

The Marketing & Development Committee markets and garners support for Blessed Trinity Catholic School. It assists with the growth and development of financial & enrollment support for the school. This committee sponsors open houses, the Annual Fund Drive and other marketing projects. Volunteers are needed periodically to assist with mailings and events.

Contact:

Jeff Karls

608-592-5711 ext. 7

jkarls@btcatholic.us

## **Grandparent and Pastor Appreciation Day**

Parents are needed to coordinate and organize this annual school community event to show our appreciation and to celebrate with our Grandparents and Pastor.

Contact:

Jeff Karls

608-592-5711 ext. 7

jkarls@btcatholic.us

## **Christmas Program and Reception**

Every year the students participate in a Christmas program. There will be need of help for food preparation and serving during the event, as well as set-up, clean up and take-down.

Contact:

Rachel Kallenbach

608-592-5711 ext 6

rkallenbach@btcatholic.us

## Catholic Schools Week

Catholic Schools Week is a very busy time at our school. We usually have several activities planned as well as field trips. We will be in need of chaperons, and assistance with any of the following events and more when field trips have been established.

- **Scholastic Book Fair:** There is need for someone to help do set up and take down. There also is a need for volunteers to help with selling on opening weekend and during the Fish Fry.
- **The Carnival:** Every year we set up the gym as a carnival with a lunch, snow cone maker, games, activities, and Bingo. There is a need for at least one adult per game to assist the kids. Assistance with handing out prizes, snow cones, and popcorn. There also is a need for assistance with Preparation and serving of lunch. This event is open to families and the public.
- **Pancake Breakfast:** The Knights of Columbus provide a Pancake Breakfast after Mass during Catholic Schools Week. There are similar needs to the fish fry with serving, set-up and take down.

Contact:

Rachel Kallenbach

608-592-5711 ext 6

rkallenbach@btcatholic.us

## End of Year BBQ

Parents are needed to coordinate and organize this annual school community event to celebrate the completion of another successful school year on the last day of school. Help will be needed for cooking, serving, and clean-up.

Contact:

Jeff Karls

608-592-5711 ext. 7

jkarls@btcatholic.us

## **Country Block Fun Run**

On the same weekend the Fireman's Picnic is held, each year the school coordinates a fun run and walk. Help will be needed for collecting sponsors and donations, putting up and taking advertising signs, organizing registration packages, set-up and clean-up as well as registration the day of.

Contact:

Becky Ripp

ra.ripp@hosp.wisc.edu

## **Bulletin Board Themes & Upkeep**

There are a few bulletin boards that need to be updated every month or so with relevant decorations.

Contact:

Rachel Kallenbach

608-592-5711 ext 6

rkallenbach@btcatholic.us

## **Logo Wear**

We have had several people asking how to order logo wear from the parish. We would like to start offering our Shirts and Sweatshirts as well as some custom jewelry and designer logo Jamberry nail wraps around specific appropriate Holidays. Volunteers would be needed to assist in collecting orders after each of the Masses a few times of year.

Contact:

Rachel Kallenbach

608-592-5711 ext 6

rkallenbach@btcatholic.us

## **Fish Fry's**

We have several groups that participate in our Famous Fish Fry events. The numbers for the Friday Fish Fry's have been increasing more recently and the need for extra hands is always welcome. There is a need for help with prep, before the Fish Fry, serving, set-up and take-down, selling tickets and beverages.

Contact:

Jeff Karls

608-592-5711 ext 7

jkarls@btcatholic.us

## **LEADERSHIP OPPORTUNITIES**

Those who desire to support the school in a leadership role have a number of opportunities for involvement.

- *School Advisory Council*  
This group is made up of parents serving in an advisory capacity to the Principal regarding school policy. Members are asked to serve a three year term. Additional meetings are often scheduled during budget planning or when a school issue requires extra attention.
- *Technology Committee*  
Volunteers with computer knowledge are needed to assist with repairs and troubleshooting.

Contact:

Jeff Karls

608-592-5711 ext. 7

jkarls@btcatholic.us

## **Volunteer Hours/Reduced Tuition and 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 the 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 of 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: Fund-raising profits could be subject to UBIT if one of the exceptions discussed below is no longer being met because the volunteers have become “employees” receiving non-taxable income in the form of Qualified Tuition Reduction.)**