

# Blessed Trinity Catholic School

## Volunteer Handbook 2021-2022



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Dear Valued BTCS Volunteer:

Volunteers provide support and assistance for the many events, field trips, fundraisers, and day-to-day activities of the children and the school. Our volunteers are invaluable to us and greatly enhance our ability to provide a well-rounded educational experience for our children. We thank you for your service in the past and your continued service in the future.

If you are not currently a volunteer but are considering becoming one, we welcome you and look forward to seeing you soon!

Sincerely Yours in Christ,

Marie Davis  
Principal

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## CLEARANCE REQUIREMENTS

In this day and time of so much danger to children, it is important to ensure that anyone who deals with the children in the normal course of the school day is a person of good character. To that end, the Diocese of St. Augustine has established a rigorous clearance process. Any adult who will be in contact with our children in a supervisory capacity (or whom the children may perceive as a person of authority) must complete the clearance process before being allowed to volunteer when children are present. This process includes:

1. Diocesan Live Scan Fingerprint clearance through Fieldprint, Inc
2. Attendance of a *Protecting God's Children* workshop
3. Electronically sign the following
  - Policy: Protection of Children and Vulnerable Adults
  - Standards for Lay Employees and Volunteers
  - FDLE VECHS Waiver Agreement & Statement

You must create an a VIRTUS account by going to [www.virtusonline.org](http://www.virtusonline.org) to register for a Protecting God's Children workshop and also to schedule a LiveScan fingerprint appointment. If you already have an account, please contact the HELPDESK at 1-888-847-8870 to recover your login information.

Live Scan fingerprint clearance is valid for a five-year period. You will be notified of the need to renew via email before your clearance expires.

***Volunteers in the VPK classroom must also obtain live scan clearance via the Department of Children and Families.***

Please note that there is a fee for both of these scans. Unfortunately, Blessed Trinity cannot fund the cost of these live scans, and the cost must be passed on to the individual volunteers.

## SERVICE FEE/VOLUNTEER HOURS

A **\$300** annual fee is due each May. Each family is required to give 20 hours of service to the Blessed Trinity school community. Hours should be completed between **May 15, 2021 and May 13, 2022**. A refund of \$15 will be given for each hour served by **May 13, 2022**. A maximum credit of \$300 per year may be refunded. If service fee is paid in full and student withdraws, a refund of **\$30** per month will be made for each full month the student is not in attendance. Approved service time must directly benefit the material condition or operation of the school. **If your child is in 8<sup>th</sup> grade or involved in a sport, hours served for either of these functions do not qualify for a refund.**

## VOLUNTEERING DURING SCHOOL OFFICE HOURS

Volunteers must sign in and out on the School Check In computer in the front office.

## VOLUNTEERING OUTSIDE OF SCHOOL OFFICE HOURS

There are opportunities to obtain volunteer hours for those who have not been cleared to work with the children (assisting teachers with tasks that may be done at home, school clean up days, etc.). Volunteer hours completed off-site or outside of school office hours **must be documented on the *Adult Volunteer Service Hour Log*, which may be found on the *Forms* tab of the Blessed Trinity School website ([blessedtrinitycatholicschool.org](http://blessedtrinitycatholicschool.org))**. Date, time, and nature of service must be included on this document. The service log should be submitted to the office quarterly.

## GENERAL VOLUNTEER GUIDELINES

- All volunteers are expected to dress appropriately. Clothing should be modest and neat.
- Volunteers may not drop in to a classroom to see their children during the school day. This is an interruption to the teacher and to the educational process.
- Volunteers should refrain from conducting conversations in school hallways, as this may disturb the learning process of the children in the surrounding classrooms.
- The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **non-school-aged siblings should not accompany a parent who is volunteering in the lunchroom, assisting with class parties, etc.**
- Volunteers should notify school staff of behavioral or medical issues that occur. These issues should not be addressed by the volunteer. Volunteers should never personally contact other parents to discuss situations that may have occurred with their children while the volunteer was present. It is the responsibility of school personnel to address student needs and to contact a child's parent when necessary.
- Pictures taken at school events should not be posted on any social media site (Facebook, Instagram, etc.).

## LUNCHROOM VOLUNTEERS

Lunchroom volunteers help with the following:

- May assist the café manager with serving food. **(Only one volunteer is necessary in the kitchen. If someone is already assisting in the kitchen, other volunteers should assist lunchroom personnel with student needs and clean up requirements.)**
- Coordinating the disposal of trash at the end of each lunch period
- Wiping down lunch tables in between lunch periods and at the end of the lunch hour
- Sweeping under the tables after lunch is complete

Lunchroom volunteers should never offer food/treats to any child other than their own, even if they have a relationship with the child outside of school.

## **VPK (Voluntary Pre-Kindergarten) SAFE ENVIRONMENT CLEARANCE**

**If you have lived outside of the state of Florida in the last five years, you will be required to obtain a clearance from the prior state(s) (at a charge to you) and submit it to the DCF. Please consider this before starting the volunteer process for the VPK classroom.**

1. Read and follow the VIRTUS instructions for New Users (see page 8 ) or the VIRTUS update Instructions for users who already have an account (see page 9) .
  
2. Contact the school office to set up an appointment with Mrs. Sumbeling. It is necessary for the school to establish a file in your name in the clearinghouse for DCF. You will be required to sign a Privacy Policy disclosure statement, and a form will be provided to you that must be taken to the Early Learning Coalition.
  - a. **An Attestation of Good Moral Character (copy provided by office) must be signed, and returned to the office.**
  - b. An acknowledgment that you have read the Privacy Policy must be provided to the office (copy of privacy policy is provided by office).
  
3. The Early Learning Coalition is still closed so please contact Family Support Services at 904-421-5800 or [Livescan@fssnf.org](mailto:Livescan@fssnf.org) to set up an appointment for your live scan. ( Bring the form that was given to you by the school office.)
  - a. The VPK live scan fee must be paid at the time of your appointment. Fees may be changed without notice.
  
4. Complete the Volunteer Contact/Emergency Contact Form (included in this handbook) and return to the office.

## **Kindergarten – Eighth Grade SAFE ENVIRONMENT CLEARANCE**

1. Read and follow the VIRTUS instructions for New Users (see page 7 ) or the VIRTUS update Instructions for users who already have an account (see page 8) .
  
2. Complete the Volunteer Contact/Emergency Contact Form (included in this handbook) and return to the office.

## VIRTUS INSTRUCTIONS FOR NEW USERS

If you already have a VIRTUS Account, please contact the Helpdesk at 1-888-847-8870 to recover your login information. Thank you!

If you are creating a VIRTUS account for the first time, please follow the steps below. Online registration is required in order to register for a PGC( Protecting God's Children) class and for LiveScan fingerprint Instructions.

- Access VIRTUS at [www.dosafl.com](http://www.dosafl.com) Safe Environment or [www.virtusonline.org](http://www.virtusonline.org) (Use the dropdown box [St. Augustine, Diocese])
- Select First Time Registrant and follow the prompts.
- Create a User ID and a Password you can easily remember. If your preferred user ID is already taken please choose another ID. We ask that you use your personal email address not work emails.
- Please provide all information requested. **Do not click the back button or your registration will be lost.**
- Select the PRIMARY location where you work or volunteer by clicking the downward arrow. If you serve at multiple locations, you will be prompted to select those additional locations in future screen(s).
- Select the role for the PRIMARY location where you serve within the Diocese of St. Augustine parish/school/ministry
  - Title or Position of Service ➤ **EXAMPLES:** ❖ Educator-5<sup>th</sup> grade
  - ❖ Employee-School Administrator
  - ❖ Employee-Parish Bookkeeper
  - ❖ Contract Personnel-Coach
  - ❖ Volunteer-Catechist
  - ❖ Volunteer-Parent
  - ❖ Volunteer-Knights of Columbus
- Please continue to follow the prompts for additional locations where you are associated
- You will be prompted to electronically sign the following:
  - Policy: Protection of Children and Vulnerable Adults
  - Standards for Lay Employees and Volunteers
  
  - FDLE VECBS Waiver Agreement & Statement
- If you have not attended a Protecting Gods Children Session, please sign up for a class that is available

- Please follow LiveScan Instructions to schedule a fingerprint appointment  
If you have questions regarding the online registration, please contact the VIRTUS helpdesk at 1-888-847-8870 or your locations Safe Environment Coordinator.  
**PLEASE LOGOUT OF YOUR ACCOUNT AT THE TOP RIGHT CORNER OF THE SCREEN.  
THANK YOU**

**VIRTUS UPDATE INSTRUCTIONS  
FOR USERS WHO HAVE ALREADY HAVE A VIRTUS ACCOUNT**

(If you have taken a Protecting Gods Children class you may already have an open account. Please do not make a duplicate)

Please follow the steps below to access your VIRTUS account.

- Access [www.virtusonline.org](http://www.virtusonline.org)
  - Login for Existing Accounts
  - If you do not remember your User ID or Password, please click on **“Need login information?”** and follow the prompts. ➤ If you are unsuccessful recovering your account, please call the VIRTUS helpdesk at 1-888-847-8870
  - Upon recovery of your account please update information as required by clicking on **Update My Account** on the **green tab** to the left side: ➤ Legal name as it appears on your driver’s license
    - Address
    - Current Primary Location – School, Parish, Ministry
    - Role (use drop down box)
    - Title or Function
- EXAMPLES:**
- ❖ Educator-5<sup>th</sup> grade
  - ❖ Educator-Substitute
  - ❖ Employee-School Administrator
  - ❖ Employee-Parish Bookkeeper
  - ❖ Volunteer-Coach
  - ❖ Volunteer-Catechist
  - ❖ Volunteer-Parent
  - ❖ Volunteer-Knights of Columbus

PLEASE SCROLL TO THE BOTTOM OF THE PAGE AND CLICK **“SAVE”** WHEN YOU HAVE COMPLETED YOUR UPDATES.

PLEASE **“LOGOUT”** OF YOUR ACCOUNT AT THE TOP RIGHT CORNER OF THE SCREEN  
**THANK YOU**



## Live Scan Instructions For Volunteers in Pre-K to Eight Grade

You will be required to enter your contact information and demographic information.

You will be asked to provide other personal information which is required by the FDLE / FBI in order to process your history screening background check.

You will be prompted to find a local scanning facility and to schedule an appointment. Payment arrangements will be requested. Instructions, maps, etc. for the facilities are provided online.

### Fieldprint, Inc.:

If you have any questions about the scheduling process, please call 800-799-1067.

- Log on to [www.fieldprintflorida.com](http://www.fieldprintflorida.com) website
- Click on 'Schedule an Appointment'
- Enter the 'Fieldprint Code' based on categories written below.
- Enter Personal Information and continue
- Demographics – i.e., citizenship, place of birth, etc.
- Employer – Enter your location address

Category:	Fieldprint Code:
<input type="checkbox"/> <b>Volunteers (ALL)</b>	FPStAugustineVol
<input type="checkbox"/> <b>Employees – School</b> (Teachers, Administration, Support Staff, After School Care, Cafeteria and Maintenance Staff)	FPStAugustineEdu
<input type="checkbox"/> <b>Coaches – School</b> (paid or unpaid)	FPStAugustineEdu
<input type="checkbox"/> <b>Contracted Personnel - School</b> (paid or unpaid) Catapult, Chamos Language Academy, Speech Therapy, SLA Management, Dance, Kiddie Sportz, Sous Chef, Engineering for Kids, Young Rembrandts, Spanish Instructors, Soccer Shots, Karate, etc.	FPStAugustineEdu
<input type="checkbox"/> <b>Employees (Non School) – Parish, Ministry, Agencies, Institutions</b>	FPStAugustineNonEdu
<input type="checkbox"/> <b>Vendors – Plumbers, Electricians, Yard Maintenance</b> etc. if clearance is not certified by the employer prior to being on parish/school property	FPStAugustineVol
<input type="checkbox"/> <b>Priest / Deacons / Seminarian / Consecrated Religious Orders</b> (paid or unpaid)	FPStAugustineEmpClergy

- Click on 'Continue' to complete the registration

BLESSED TRINITY CATHOLIC SCHOOL  
VOLUNTEER CONTACT/EMERGENCY CONTACT INFORMATION



NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMERGENCY CONTACT #1 NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMERGENCY CONTACT #2 NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

This Volunteer Handbook is a live document.

Revision Date: May 1, 2021