



# Trinity Lutheran School

# Volunteer

# Handbook

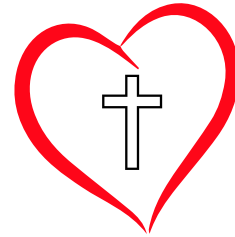
“Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.”  
Colossians 3:23-24

## WELCOME AND THANK YOU

Welcome to the volunteer ministry at Trinity Lutheran School! Your service is a necessary part of the success of the church and school. The staff, faculty, and leadership of Trinity thank you for giving of your time and talents.

This handbook has been designed to be a helpful resource to support you in your volunteer role. It also sets forth some general guidelines to best manage and protect the ministry as well as your involvement as a volunteer. Please read through this material so you can be informed concerning the many components of the volunteer ministry at Trinity.

***Mission:***  
***To Know Christ***  
+  
***Grow in Christ***  
+  
***Make Christ Known***



***Vision:*** *Proclaiming the love of Christ in a school setting, we provide a collaborative learning environment with competitive educational and co-curricular facilities. An invested faculty inspire students to pursue academic excellence and develop Christ-like character and values. Students are prepared, motivated, and equipped to encounter and engage a rapidly changing world with the Gospel of Jesus Christ.*

Trinity Lutheran School admits students of any race, color, and national or ethnic origin and is an equal opportunity provider.

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## GENERAL VOLUNTEER PROCEDURES

- During school hours, if you are working anywhere in the building outside of the office, please sign in/out at the office and wear a Volunteer nametag.
- Be willing to participate in training or orientations as necessary.
- Be open and honest in communication with staff.
- If you are unable to fulfill your volunteer commitment, please notify the appropriate contact member.
- Always direct congregation or school family concerns to the appropriate staff or ministry personnel rather than field these concerns yourself.
- Please follow the “open door rule” if you are working one on one with a student.
- Trinity prohibits the use of possession of illegal substances, alcohol, and tobacco at all times when on church and school property.
- Volunteers are expected to dress appropriately and modestly.
- First Aid, including giving medication to minors, should be administered by trained staff. All teachers are trained in CPR and first aid.
- Please immediately report accidents or injuries that occur during or after office hours to a staff member so they may fill out an accident form.
- If you have a concern which arises after your time with a student/students (conflict, welfare, incident) please immediately report it to a staff person.
- Supervised children should always be within your sight.
- Volunteers who are in a position to have one-on-one contact with any child will need to submit to a background check and complete ministry safe training.
- A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers, and students. Volunteers should not administer punishments. If disciplinary measures are required, please inform the staff person present of the details of the matter.
- Please refrain from posting any commentary or pictures from your volunteer time to social media of any form. Please refrain from photographing students.
- During your volunteer time, please refrain from cellphone use unless it is an emergency.
- If you come across building maintenance issues, please notify the office staff.
- Volunteers having contact with children ages 0-18 will need to fill out the General Volunteer Application and attached agreements and return as soon as possible and complete any trainings that may be required, no less than 5 days before their duties begin.
- Volunteer Applications are good for two years.

# EMERGENCY PROCEDURES

Trinity Lutheran School strives to ensure an environment where everyone feels safe and secure. Similar to paid staff, volunteers are entrusted with promoting the safety of those whom they serve. Volunteers should become familiar with these emergency guidelines and directions.

**Fire:** When the fire alarm system sounds, please use the nearest exit to leave the building. All occupants of the building will gather in the northeast corner of the parking lot. Please wait here until further direction is given by the administration.

**Weather Emergencies:** (Severe weather warnings, tornado, or significant snow emergencies) Staff will alert to current conditions. In the case of severe storm or tornado warnings, you will be notified with a PA announcement. All occupants should move to a designated shelter area until the “all clear” announcement is heard. In the case of significant snow emergencies we ask you to use good judgement to either leave the building to travel to your home, or stay here at Trinity. If school is being released early, you may be asked if you are able to stay to assist with the release. If this occurs, please follow the direction of the office staff and Principal for how you might help.

## **Medical Emergencies:**

First Aid Kits are located in each classroom, the office, and the Health Room.

AEDs are located in the school’s Health Room, visible in the north south hallway and in the church sanctuary.

911 should be called whenever there is a question related to a potential concern with a medical and/or security condition. It can be called from any phone within the building by dialing 911. Please immediately notify a staff member if 911 has been called.

**Standard Response Protocol:** This emergency is activated when there is an active threat of violence within the building. Staff will attempt to de-escalate the situation; however, if violence ensues, 911 will be called and an alert may be sent throughout the building. In this situation, we ask that the volunteers in the building lock down until a safe passage to evacuate the building can be made.

# VOLUNTEER ROLES AT TRINITY LUTHERAN SCHOOL

## SCHOOL ROLES

### **Title: Parent Teacher League Leadership Team**

*Time Commitment:* 2 years- length of term

*Role Description/Responsibilities:* Working with the entire PTL leadership team, plan and facilitate school events and programming that uplift relationships with the Lord, families, and the school staff.

*Training Required:* Meet with current PTL leadership board and Principal to discuss previous procedures and events. **Background check and ministry safe training required.**

*Supervisor/Contact Person:* Development Director, Principal

### **Title: Room Parent**

*Time Commitment:* 1 year (specific amount of time varies)

*Role Description/Responsibilities:* Assist classroom teachers as needed. This may include party planning and coordination, class activities, or organization.

*Training Required:* Meet with Room Parent Coordinator and Teacher to discuss needs.

*Supervisor/Contact Person:* Classroom Teacher

### **Title: Classroom Helper**

*Time Commitment:* Varies

*Role Description/Responsibilities:* Assist classroom teachers as needed. This may include reading to students, listening to students read, assembling projects, or other related duties.

*Training Require:* Meet with classroom teacher.

*Supervisor/Contact Person:* Classroom Teacher

### **Title: Field Trip Chaperone**

*Time Commitment:* Varies

*Role Description/Responsibilities:* Assist classroom teachers as needed.

*Training Required:* Meet with classroom teacher. **Background check required.**

*Supervisor/Contact Person:* Classroom Teacher

# VOLUNTEER ROLES AT TRINITY LUTHERAN SCHOOL

## SCHOOL ROLES

### **Title: Coach**

Time Commitment: 4-6 hours/week

Role Description/Responsibilities: Responsible for instruction on play, equipment use, and all aspects of the game that you are coaching. Must model Christian attitude and behaviors at all times.

Training Required: Meet with Athletic Director(s), review and signing of Coaching Handbook. **Background check, fingerprinting, and ministry safe required.**

Supervisor/Contact Person: Athletic Director

### **Title: Concession Stand Coordinator**

Time Commitment: 1-2 hours/week

Role Description/Responsibilities: Create menu, gather supplies, coordinate worker schedule and oversee all aspects of the sports concession stand. . Does require work with the Athletic Director and Business Office regarding monetary responsibilities. **Background check required.**

### **Title: Cafeteria Helper**

Time Commitment: 1 hour, once per week

Role Description/Responsibilities: Assist students in the cafeteria during breakfast and at lunch

Training Required: Provided on site. **Background check required.**

Supervisor/Contact Person: Cafeteria Manager

### **Title: Office Volunteers**

Time Commitment: 2 hours/week, shifts are from 7:45am-9:45am or 1:00pm-3:00pm Monday thru Friday during the school year.

Role Description/Responsibilities: Provide assistance to office staff. Greet and direct visitors. Complete tasks such as answer phones, take and deliver messages, complete projects per teacher request.

Training Required: Provided on the job. Office experience helpful, but not necessary. Confidentiality required. **Background check required.**

Supervisor/Contact Person: Office Volunteer Coordinator, Principal

### **Title: Blue Folder Volunteers**

Time Commitment: 30-45 minutes; once a week

Role Description/Responsibilities: Pick up folders from classrooms. Swap books out for new books and return to classrooms.

Training Required: Provided on site. **Background check required.**

Supervisor/Contact Person: Meet with Room Parent Coordinator

Thank you for volunteering at Trinity Lutheran School. This information is provided for your safety as well as for the protection of the children with whom you will be working. Please review it carefully and ask any questions that may arise. We want the time you spend volunteering to be a positive experience for all.

**RELATIONSHIPS:** For the protection of all, the relationship between you and all students must be kept appropriate at all times. Continuing your volunteer relationship through out-of-school contact, such as phone calls, home visits, or invitations to your home, social events, office, vehicle, or activities is not permitted. This prohibition, of course, would not restrict out-of-school contact with students who are family friends or known to you through other community contacts.

**APPROPRIATE TOUCHING:** Handshakes, “high five’s,” an arm or hug around a shoulder are the only safe and friendly ways to touch a child when you are volunteering. For some children, or for some cultures, even these gestures may be unwelcome. No child should be subject to unwelcome touching no matter how well intended. If a child ever inappropriately touches you, please inform a staff member right away.

**COMMUNICATION:** You are a role model. Your conversations with students and staff should demonstrate respect for others and avoid language that may be perceived as discriminatory, profane, sexist, or offensive.

**CONFIDENTIALITY:** As a volunteer, you must respect and maintain confidentiality in regard to personal information obtained regarding a child or his/her family with certain exceptions. Reasonable suspicion of abuse, neglect, sexual abuse, illegal or dangerous activities should be shared with supervising staff member. Be assured they will follow up on the information.

**DISCIPLINE:** Any discipline of a student should be left up to a staff member. Physical punishment is never permitted.

**ATTIRE:** Topics, vocabulary, and attire that could not be used or worn comfortably in the presence of parents should not be employed with children and youth.

**USE OF DRUGS AND ALCOHOL:** Illegal, controlled substances, or alcohol should not be used prior to or during activities scheduled with children and youth.

**SCHOOL SAFETY PLAN:** In the event of an emergency while you are on site (fire, earthquake, etc.) you need to be familiar with the Safety Plan of the building in which you volunteer.

**CHECK IN/OUT:** All visitors, including volunteers, are required to sign in at the main office in the school and wear an identification badge while on campus.

**VOLUNTEER ORIENTATION & TRAINING:** Volunteers may receive orientation to general building procedures, including an understanding of school policies, rules, and expectations; a tour of the campus; and instructions on what to do in the event of an emergency while you are on site.

**MINISTRY SAFE TRAINING** Volunteers are required to take the Ministry Safe Training for several volunteer roles through the Lutheran Church. The training is available by contacting the school.

**VOLUNTEER CONFLICT OF INTEREST -  
TRINITY LUTHERAN CHURCH AND SCHOOL**

Thank you for your interest in volunteering at Trinity Lutheran School. Volunteers provide a valuable service to our church and school and we appreciate the time, talent, commitment, and energies given by all volunteers. The continued safety of our students and staff is a top priority for Trinity Lutheran as is the protection of confidential student information. Volunteers are encouraged to report any inappropriate behavior that they observe to the administrator, their supervisor, or the pastors.

A “conflict of interest” describes any circumstance that would cast doubt on an officer’s, employee’s, or volunteer’s ability to act with total objectivity with regard to the interests of Trinity Lutheran Church and School (hereinafter referred to as “Trinity”).

Trinity is fully committed to conducting its responsibilities in a manner reflecting the highest degree of integrity and honesty and in accordance with applicable laws. Trinity is a nonprofit corporation organized under Iowa law. Iowa Code 504.1301 applies to all Trinity board decisions.

For this reason, I agree to the following:

- I will not use my position as an officer, board member, employee or volunteer within Trinity for personal gain.
- I will execute my responsibilities with good judgment and abide by the Trinity Code of Ethics.
- I will not participate in deliberation, action or vote on any matter in which I have a material interest or business affiliation.
- I will not enter into activities which may knowingly be detrimental to the interests of Trinity.
- I understand that during the course of my employment or volunteer duties with Trinity that I may have access to and become aware of information which is confidential in nature.
- I will not disclose confidential information, directly or indirectly, or use it in any way, except as required in the course of my employment or volunteer duties with Trinity.
- I understand that gifts, gift certificates, cash payments, extravagant entertainment, free services or loans from anyone doing business with Trinity may constitute a conflict of interest.
- I will not accept any such gifts beyond those of nominal value (less than \$100), occasional meals and infrequent entertainment which are customary and proper and do not place me as the recipient under any obligation to the person or business providing them.
- Any activity inconsistent with this policy will be discussed with the person involved and such activity shall cease or the elected/volunteer position will be vacated. Employee noncompliance will be handled in accordance with personnel policies.

## **CONFIDENTIALITY AGREEMENT**

By spending time in the church/school as a volunteer, you may see and hear things about students' work and behavior that need to remain confidential. Further, you may, under limited circumstances, have access to student education records and other student information. Trinity students have the right to expect that information about them will be kept confidential by all volunteers. Volunteers must not repeat anything that happens to or about a student to anyone other than authorized church and school employees. Confidential information may not be discussed in any form, including any type of social media. Volunteers should not ask a student personal questions that will invade their right to privacy; however, volunteers should listen without judgment if students wish to share. Though volunteers should respect the confidentiality of any information a student may share, if a safety or at-risk issue is revealed, a volunteers should share this information with the teacher, an administrator or pastor.

### **AS A TRINITY VOLUNTEER, YOU AGREE TO THE FOLLOWING:**

- I will not discuss with others the identity or any student at Trinity, event or program
- I will not discuss with others the content of any specific student records, nor will I disclose personally identifiable student information
- I must, upon my discovery, immediately report any breach or suspected breach in confidentiality, to the teacher, school principal, or pastor
- I will not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, grandparents, or nurses/physicians. A grave medical emergency, in which confidential information may be necessary for a student's care, is an exception
- I understand that questions about individual students or the content of confidential student records must be directed to a teacher, or administrator.

## CODE OF ETHICS - TRINITY LUTHERAN CHURCH AND SCHOOL

Trinity Lutheran Church and School (hereinafter referred to as “Trinity”) Board of Directors adopts this Code of Ethics on behalf of the members of Trinity to guide the conduct of the Trinity’s officers, board members, employees and volunteers.

In our various capacities as volunteers or elected leaders, we work together to Know Christ and To Make Christ Known.

These roles demand high standard integrity, trust, and stewardship. The Board of Directors and volunteer leaders will strive to be aware of the consequences of their actions.

Our service must reflect compliance with the law and the highest standards of professional knowledge, conduct, care, and respect for each individual served.

There will be times when the choice of conduct is not clear. When faced by an unclear choice, ask yourself this question: If my actions were to be published, would Trinity’s supports agree that the best interests of all were served? If the choice still is not clear, ask for guidance from your supervisor, Trinity officers, or pastors.

Responsibilities shall be conducted consistent with the Scriptures and the Lutheran Confessions. (For those who are not familiar with the Lutheran Confessions, Scripture should be used to interpret the expected conduct.)

### HOLD HARMLESS/INDEMNITY

I, \_\_\_\_\_, indemnify, hold harmless and defend Trinity Lutheran Church and School and its agents and employees from all suits and actions, including reasonable attorneys’ fees and all cost of litigation and judgment of every name and description against Trinity Lutheran Church and School as a result of loss, damage, or injury to person or property by reason of my actions or omission by myself for the purpose of **serving as a volunteer**.

The undersigned, its officers and employees, shall through the signing of this Agreement, indemnify, hold harmless and defend Trinity Lutheran Church and School from all suits and actions, including reasonable attorneys’ fees and all cost litigation and judgement of every name and description against the named individual as a result of loss, damage, or injury to person or property by reason of any actions or omission by the Church and School, its agents or employees.

#### Definitions:

To indemnify means to compensate a person for damages or losses they have incurred or will incur related to a specified accident, incident, or event.

To hold harmless means to promise in a contract, by one party not to hold the other party responsible if the other party carries out the contract in a way that causes damage to the first party.

# GENERAL VOLUNTEER APPLICATION

## TRINITY LUTHERAN SCHOOL

Please PRINT clearly and fill out form COMPLETELY (\*-indicates required)

**Note:** New application is required **EVERY** year. We encourage anyone who might volunteer at the school to fill this out. This includes PTL, Room Parent, Field Trips, etc. Thank you for helping us keep our students safe and records accurate.

Have your VOLUNTEERED in a previous year? \_\_\_\_\_YES \_\_\_\_\_NO

### SECTION 1: VOLUNTEER PERSONAL INFORMATION

\*Name (Last, First, Middle Initial): \_\_\_\_\_ \*Date of Birth: \_\_\_\_\_

Address (Mailing & Physical) \_\_\_\_\_

City: \_\_\_\_\_ State & Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Your Emergency Contact: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Phone: \_\_\_\_\_

### SECTION 2: YOUR STUDENT INFORMATION

Do you have children at Trinity Lutheran School? \_\_\_\_\_YES \_\_\_\_\_NO

If YES, complete the section below: Please list ALL children who are enrolled in school at Trinity Lutheran, participate in Sunday School, or youth group.

Student Name

Check AL that apply

|       |             |                    |                  |
|-------|-------------|--------------------|------------------|
| _____ | _____School | _____Sunday School | _____Youth Group |
| _____ | _____School | _____Sunday School | _____Youth Group |
| _____ | _____School | _____Sunday School | _____Youth Group |
| _____ | _____School | _____Sunday School | _____Youth Group |
| _____ | _____School | _____Sunday School | _____Youth Group |

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### SECTION 3: APPLICANT DISCLOSURE

**\*NOTICE: Depending on the volunteer position, a background check may be required.**

- \_\_\_YES \_\_\_NO Have you ever been convicted of ANY crime? (Convicted includes ALL instances in which a finding of guilty, a plea of guilty, or nolo contendere, an Alford plea, or stipulation to the facts is the basis of conviction and/or all proceedings in which prosecution has been deferred or a sentence has been suspended or deferred.)
- \_\_\_YES \_\_\_NO Have you ever been convicted of a crime relating to DUI or drugs?
- \_\_\_YES \_\_\_NO Have you ever been convicted of a crime relating to abuse, neglect, sexual abuse, exploitation or physical abuse?
- \_\_\_YES \_\_\_NO Have you ever been convicted of a crime relating to financial exploitation, including extortion, theft, robbery, or forgery?
- \_\_\_YES \_\_\_NO Do you currently have any outstanding criminal charges or warrants against you in IA or in any other state or country?
- \_\_\_YES \_\_\_NO Have you ever been convicted of domestic violence or assault?
- \_\_\_YES \_\_\_NO Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation or financial exploitation of a child or a vulnerable adult in any civil adjudicative proceeding? (A civil adjudicative proceeding includes a judicial or administrative proceeding as well as findings by the Department of Health and Human Services that you have not administratively challenged or appealed.)

**\*\* IMPORTANT:** If you have answered **YES** to any of the questions above, please attach a supplemental sheet with a brief explanation of the convictions and submit it in a sealed envelope with this volunteer application. You will not be considered for volunteer placement until interviewed and approved by Trinity Lutheran School administration.

### SECTION 4: DECLARATION

*I understand I must answer this application truthfully and completely. Any falsification or deliberate misrepresentation, including omission of a material fact, and/or failure to notify Trinity Lutheran School if disclosure information provided changes, can be grounds for denial of volunteer placement or continued volunteer service.*

*I certify that the information I provided above is true and correct.*

\*Signature:\_\_\_\_\_ \*Date:\_\_\_\_\_

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PLEASE READ AGREEMENTS AND SIGN BELOW

CODE OF CONDUCT (PAGE. 6)

I HAVE READ AND UNDERSTAND THE CODE OF CONDUCT REQUIRED FOR ALL VOLUNTEERS AT TRINITY LUTHERAN SCHOOL.

SIGNATURE:\_\_\_\_\_ DATE:\_\_\_\_\_

VOLUNTEER CONFLICT OF INTEREST (PAGE 7)

I UNDERSTAND I HAVE A CONTINUING OBLIGATION TO REPORT ANY NEW POTENTIAL CONFLICTS OF INTEREST TO THE BOARD.

SIGNATURE:\_\_\_\_\_ DATE:\_\_\_\_\_

VOLUNTEER CONFIDENTIALITY AGREEMENT (PAGE 8)

I HAVE READ AND AGREE TO UPHOLD THE VOLUNTEER CONFIDENTIALITY AGREEMENT.

SIGNATURE:\_\_\_\_\_ DATE:\_\_\_\_\_

CODE OF ETHICS (PAGE 9)

I HAVE READ AND AGREE TO UPHOLD THE CODE OF ETHICS.

SIGNATURE:\_\_\_\_\_ DATE:\_\_\_\_\_

HOLD HARMLESS/INDEMNITY

I, \_\_\_\_\_, INDEMNIFY, HOLD HARMLESS AND DEFEND TRINITY LUTHERAN CHURCH AND SCHOOL AND ITS AGENTS AND EMPLOYEES FROM ALL SUITS AND ACTIONS, INCLUDING REASONABLE ATTORNEYS' FEES AND ALL COST OF LITIGATION AND JUDGMENT OF EVERY NAME AND DESCRIPTION AGAINST TRINITY LUTHERAN CHURCH AND SCHOOL AS A RESULT OF LOSS, DAMAGE, OR INJURY TO PERSON OR PROPERTY BY REASON OF MY ACTIONS OR OMISSION BY MYSELF FOR THE PURPOSE OF SERVING AS A VOLUNTEER.

THE UNDERSIGNED, ITS OFFICERS AND EMPLOYEES, SHALL THROUGH THE SIGNING OF THIS AGREEMENT, INDEMNIFY, HOLD HARMLESS AND DEFEND TRINITY LUTHERAN CHURCH AND SCHOOL FROM ALL SUITS AND ACTIONS, INCLUDING REASONABLE ATTORNEYS' FEES AND ALL COST LITIGATION AND JUDGEMENT OF EVERY NAME AND DESCRIPTION AGAINST THE NAMED INDIVIDUAL AS A RESULT OF LOSS, DAMAGE, OR INJURY TO PERSON OR PROPERTY BY REASON OF ANY ACTIONS OR OMISSION BY THE CHURCH AND SCHOOL, ITS AGENTS OR EMPLOYEES.

NAME (PRINTED): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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