

CHEF Policies 2013-2014

I. Membership Procedures:

1.0 New member procedure.

1.1 New member is directed to the CHEF website. As a minimum, the website contains:

CHEF Statement of Purpose

CHEF Statement of Faith

CHEF Code of Conduct

CHEF Membership Form

1.2 New member sends completed Membership Form and dues to CHEF Treasurer, who deposits the money in the CHEF bank account and sends the member's information to the appropriate people (Webmaster, Clerk, and Event Coordinator).

1.3 An emailed welcome letter is sent to confirm receipt of the member payment and may include other information (e.g. state and national organizations, resources, CHEF website, etc.) as determined by CHEF Officers.

2.0 Procedure for CHEF Treasurer.

2.1 CHEF Treasurer oversees the CHEF Roster. The Treasurer sends member information to the Clerk to include in the current CHEF Roster.

2.2 CHEF Treasurer shall submit a quarterly financial report of receipts and expenses and additionally, as requested by the officers or Board of Advisors.

3.0 Membership Roster

In September, a complete membership roster will be compiled by the Clerk and emailed by the Treasurer. It will include name, address, phone, email, children and ages, and curriculum. After September, updated rosters will be available to members upon request from the Clerk.

II. Handling of Funds from Membership Dues:

1.0 Amount of Membership Dues

1.1 Regular membership dues are determined by the officers, payable by August 15 in order to receive the CHEF roster in September. A late fee is charged after August 15. Dues are waived for CHEF Officers, CHEF Connect Editor, Year Book Editor, Webmaster, and Clerk.

1.2 A reduced fee may be offered for the members who attend the August CHEF meeting and register at that time.

2.0 Returned checks.

Member checks which are returned to CHEF for "insufficient funds" will result in the following actions.

2.1 The CHEF Treasurer will notify the member to reimburse CHEF within 14 days to cover the check amount plus any bank fee incurred.

2.2 The CHEF Treasurer will not accept any further checks from this member until CHEF is reimbursed.

2.3 Voting rights and participation in CHEF activities are suspended until CHEF has been reimbursed.

III. Scheduled CHEF Activities:

1.0 General

1.1 Only CHEF members can plan and organize events and field trips.

1.2 Every event needs to have an Event Leader. Duties of an Event Leader include:

a. Scheduling official events through the Event Coordinator.

b. Contacting host and arranging event.

c. Attending the event and acting as liaison between CHEF members and the host.

d. Writing a thank-you note to the host, if applicable.

1.3 It is up to each family to determine the appropriateness of each event. Parents of children who attend CHEF events must agree to abide by the CHEF Code of Conduct.

1.4 Large events involving large sums from CHEF's treasury will need approval by the Board of Advisors (e.g. seminars, independent test site, etc.)

2.0 Registration/Deadline

2.1 For events that require registration, individuals may register for an event by contacting the Event Leader by phone, email, or in writing (whichever the leader chooses). If there are fees associated with the event, the fees must be remitted to either the Event Leader or the CHEF Treasurer, as designated by the Event Leader, and deadlines for fees should be indicated in the CHEF Connect.

2.2 If the CHEF Treasurer has collected registration fees for an event, the Treasurer will contact the Event Leader soon after the registration deadline with the names of the people registered.

2.3 If the number of people registered does not meet the published minimum number of children required to hold the event, it will be canceled. Those who have registered will be notified and their fees refunded.

2.4 Additional registrations may be accepted after the event deadline depending upon availability, at the discretion of the Event Leader. A waiting list may be kept to fill vacancies in the event of cancellations.

3.0 Event information to be published in the CHEF Connect

a. Date of the event.

b. Registration deadline, if applicable, and contact information of the Event Leader.

c. Location and time of the event (also where and when to meet, if different than the event location and time.)

d. Cost per child, if applicable.

4.0 Optional CHEF Connect event information

a. Whether or not the Event Leader wants cancellation calls (cancellation may not be necessary, or it may be important to call the Event Leader if you need to cancel).

b. The appropriate age/stage for children attending the event.

c. The minimum and maximum number of children required to hold the event.

5.0 Refunds

No refunds will be given after the registration deadline except in the case of an event cancellation. Consideration will be made for extreme or tragic circumstances.

6.0 Event locations

There are no specific restrictions. The location for events will be determined by the Event Leader. Safety and accessibility for the disabled will be considered.

7.0 Supervision of children

Each child attending an event must have a parent or other adult designated by the parent to supervise. Parents of children who attend CHEF events must agree to abide by the CHEF Code of Conduct.

8.0 Plays

Any benefits (free tickets) available go to the Event Leader (or designee) responsible for organizing the event.

9.0 Skating

Appropriate music will be requested by the Event Leader.

10.0 Gymnastics

The dress code for gymnastics consists of t-shirt and shorts for both girls and boys.

11.0 Guests

Guests of CHEF members or visitors to CHEF activities must conform to CHEF's Code of Conduct. Unwillingness to comply will result in exclusion from future events.

12.0 Guest Speakers

Guest speakers with expertise may be provided a token of appreciation, such as a \$25 gift certificate, as determined by the CHEF Officers.

IV. CHEF Connect Procedures:

1.0 Purpose of CHEF Connect

- a. A weekly or bi-monthly email reminder to members of home school events, activities, and needs.
- b. Provide members up-to-date information as to other local events of interest to homeschoolers, such as historical re-enactments, dramas, performances, activities at state parks or universities, etc.
- c. Inform members about legislative activity of concern to home educators.

2.0 Advertisements

Any announcement of piano lessons, service to homeschoolers, items for sale, etc. must be submitted by a CHEF Member and must pertain to schooling. No political ads are allowed. Prayer requests may be included for families belonging to CHEF.

3.0 Circulation

The CHEF Connect will be emailed to all members who provide an email address on the CHEF Membership Form.

4.0 Organization

The CHEF Connect is compiled by the CHEF Connect Editor, who reports to the Event Coordinator of CHEF. The officers have the authority to decide what will be printed. The Board of Advisors has the ultimate decision as to the appropriateness of what will be included.

5.0 Payment

The membership fee will be waived for the CHEF Connect editor.

V. CHEF Website Procedures:

1.0 Purpose

The CHEF website provides easily accessible information for members and prospective members.

2.0 Website regular features

2.1 A public access side will provide general information:

CHEF Bylaws and Policies

Statement of Faith

Membership form

Mandatory Testing information

State requirements for home schools

2.2 If the officers choose to have a private access side for members only, it includes:

Monthly calendar of CHEF activities and events

Information for meetings

3.0 Organization

The CHEF website is managed by the Website Administrator who reports to the Vice-President.

4.0 Payment

The membership fee is waived for the Website Administrator.

VI. Yearbook:

The yearbook is produced by the Yearbook Editor with help from home school students. The Yearbook Editor reports to the Secretary of CHEF. The membership fee is waived for the Yearbook Editor.

VII. Mandatory State Testing:

1.0 Testing Coordinator

The CHEF Testing Coordinator, who reports to the President, will arrange and oversee the CHEF site and volunteers for state mandatory testing.

2.0 Payment

2.1 The Testing Coordinator will send receipts of any payments incurred to the Treasurer of CHEF for reimbursement.

2.2 The Treasurer of CHEF will send a stipend, determined by the Officers based on funds available, to the Testing Coordinator to distribute among all workers involved in mandatory state testing with CHEF.

3.0 Participants

If a person wants to participate in using our test site, they must be a member CHEF by a date determined by the Testing Coordinator and pay the testing costs.

VIII. CHEF Officers and Duties:

1.0 President

Serve as a member of the CHEF Board of Advisors.

Plan, organize, and preside at CHEF meetings, CHEF business meetings, and special meetings.

Serve as liaison with state and other home school organizations.

2.0 Vice-President

Serve as a member of the CHEF Board of Advisors.

Perform the duties of the office of President in the President's absence.

Serve as a contact to the community for new members and other organizations.

Oversee the CHEF website.

3.0 Secretary

Take minutes at all business meetings.

Oversee the CHEF Connect and yearbook (if available).

Maintain the By-Laws and Policy Manual.

4.0 Treasurer

Serve as a member of the CHEF Board of Advisors.

Check CHEF post office box weekly.

Manage the CHEF bank account and report on CHEF funds as specified in Article VIII.

Maintain the CHEF membership list with help from the Clerk.

Retains all CHEF financial records in the CHEF Treasurer's Box to include at a minimum: bank statements, checks and check duplicates, invoices, expenses paid, and check deposit stamp.

5.0 Event Coordinator

- 5.1** The Event Coordinator will discuss with the Event Leader the event to take place and consult with the Event Leader in a way as to finalize the event plans, ensuring that the event does not overlap or collide with any other event already scheduled on the CHEF Calendar.
- 5.2** Refer volunteers to the Event Leader that may be of assistance in finalizing the plans for the event to take place.
- 5.3** Contact the CHEF Connect for the event to be publicized, including all information relayed by the Event Leader and a synopsis, the month prior to the registration deadline for that event in order to encourage members to attend.

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