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**GLOUCESTER COUNTY CHRISTIAN
HOME SCHOOLERS ASSOCIATION**

POLICIES

April 2008

GLOUCESTER COUNTY CHRISTIAN HOME SCHOOLERS ASSOCIATION

POLICIES

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Chapter 1: Definitions

1:1 Home School Definition

The Gloucester County Christian Home Schoolers Association (GCCHSA) defines home schooling as Christian parents educating their children and choosing their course of study. For a student to be involved in the GCCHSA, they must be receiving the majority of their education (grades K through 12) at home and be under the direct supervision of their parents, grandparents, or legal guardians. The General Board of Trustees shall have the final authority to settle issues that may arise in specific cases concerning this definition.

Chapter 2 – Job Descriptions

2:1 Job Descriptions of the General Board of Trustees

Chairperson:

- Is responsible for the smooth operation of the GCCHSA, principally through meetings of the General Board of Trustees
- Creates agendas for meetings of the General Board of Trustees
- Presides at meetings of the General Board of Trustees
- Fields miscellaneous phone calls
- Strives to keep the GCCHSA and the General Board of Trustees unified according to the Statement of Purpose

Vice Chairperson:

- Assumes all responsibilities of the Chairperson should the Chairperson become unable to attend a meeting or fulfill his/her term
- Is an authorized signer for the GCCHSA checking account when the Treasurer is not available

Recording Secretary:

- Records the minutes of each meeting of the General Board of Trustees
- Provides copies of these minutes to each member of the General Board of Trustees
- Maintains file copies of minutes in designated binder

New Member Secretary:

- Contacts or responds to potential new members and mails out new member packets
- Keeps new member packets available and keeps postage on hand
- Signs new applications and obtains the two additional signatures of members of the General Board of Trustees required for approval
- Gives all members of the General Board of Trustees information regarding new members in writing
- Contacts new members by phone and welcomes them to the GCCHSA

Corresponding Secretary:

- Mails membership renewal forms
- Sends all other official group correspondence, such as thank-you letters and event reminders, both via mail and e-mail
- Sends welcome letter to new members
- Sends Directories (and, as needed, By-Laws and Policies) to new/renewing members each year

Treasurer:

- Is responsible for all financial bookkeeping for the GCCHSA
- Presents monthly reports to the General Board of Trustees
- Accepts receipts for necessary reimbursements
- Pays all bills of the GCCHSA
- Is responsible for all money collected for general field trips, activities, etc. and prepares a list of participants for each event
- Is responsible for all money involved in sports activities, production of the newsletter, graduation, Jr./Sr. High, etc.

Jr./Sr. High Coordinator:

- Is responsible for the smooth operation of the Jr./Sr. High Board
- Oversees or delegates responsibility for activities of the Jr./Sr. High
- Along with the Jr./Sr. High Representative to the General Board of Trustees, reports on activities of the Jr./Sr. High at meetings of the General Board of Trustees and gives information to the Newsletter Editor in time for publication and response
- Accepts registrations and money, as necessary, forwarding money to the Treasurer of the General Board of Trustees
- Keeps files of Student Contract Agreements, incident reports, and current medical forms

Assistant Jr./Sr. High Coordinator: [Non-Voting Position]

- Assists the Jr./Sr. High Coordinator in the smooth running of the Jr./Sr. High Board and activities

Activities Coordinator:

- Oversees or delegates responsibility for general group activities, including picnics and/or Field Day and sports activities such as T-ball/softball/baseball, soccer, tennis, etc.
- Reports on activities at the meetings of the General Board of Trustees and gives information to the Newsletter Editor in time for publication and response

Field Trip/Events Coordinator:

- Oversees or delegates responsibility for planning a minimum of five field trips/activities per year (three must be field trips)
- Attends field trips/events and handles all money involved, or delegates that responsibility
- Oversees the Activities account
- Accepts registrations and money, as necessary, forwarding money to the Treasurer of the General Board of Trustees
- Reports on activities at the meetings of the General Board of Trustees and gives information to the Newsletter Editor in time for publication and response

Assistant Field Trip/Events Coordinator: [Non-Voting Position]

- Assists the Field Trip/Events Coordinator in planning field trips/activities

Newsletter Editor:

- Is responsible for the timely production of monthly editions of the Patchwork Paper, including collecting information about field trips, events, activities, advertisements, announcements, and other news
- Distributes newsletters in a timely manner, via the GCCHSA website and/or by mail
- Maintains a label file for mailing newsletters and keeps postage on hand
- Maintains file copies of newsletters in designated binder
- Maintains file copies of By-Laws and Policies in designated binder; revises as necessary for review and approval by the General Board of Trustees

Webmaster: [Non-Voting Position]

- Maintains the official GCCHSA website
- Puts the monthly newsletter on the website when received from the Newsletter Editor
- Maintains the database of members of the GCCHSA
- Prepares the annual Directory
- Prepares mailing label file annually for the Newsletter Editor
- Transmits e-mails of announcements and reminders as necessary

Chapter 3 –Guidelines for Activities

3:1 Guidelines for Participation in Events and Activities

In accordance with the stated purpose of the GCCHSA and unless provided for elsewhere in this chapter, all GCCHSA events and activities shall be limited to currently home schooled children whose parents are members of the GCCHSA and who fall within registration guidelines published in the newsletter (e.g., grades K-6, Jr./Sr. High, etc.). The General Board of Trustees reserves the right to open activities to children outside of the GCCHSA on a case-by-case basis.

The General Board of Trustees recognizes that, from time to time, there may be some activities and events that would benefit other home schooled children of non-member families. In keeping with this concept, the General Board of Trustees may sponsor or make available to other home schooled children and/or home school organizations events and activities conducive to their education (e.g., history seminars, weather seminars, meetings regarding home school issues or child safety, etc.). Other activities such as graduation ceremonies or plays, where family members and friends of GCCHSA member families are personally invited or can attend by way of ticket sales, are not intended to be regulated by this policy. If a conflict arises, the General Board of Trustees shall have the final authority to settle the matter.

Adults other than GCCHSA members may participate as space allows. Guest participation should not eliminate participation of GCCHSA students. For example, if activities are limited to a small group, non-member adults may be allowed in place of parents, but not in addition to parents.

Infants, toddlers, and preschoolers may attend as facilities allow. No childcare will be provided for those outside registration guidelines. Parents may arrange childcare on their own with other participating parents.

For members to participate in GCCHSA activities, registrations/renewals must be current and dues must be paid. If a family has not renewed their membership before a specified activity begins, they shall not participate in that activity, even if they have previously registered for that activity.

3:2 Guidelines for Skating

Music: Music shall be brought to skating by members of the GCCHSA and should consist of a variety of styles that have a Christian message. If a question arises, the Chairperson or Vice Chairperson shall make a final decision. If neither of these is available, then a member of the General Board of Trustees, if available, or other person in authority shall make the final decision.

The volume of music is to be loud enough for the skaters, but not so overpowering as to hinder conversation. If a complaint is lodged, turning the volume down should be strongly considered.

Sales: Sales, other than GCCHSA fundraisers, are prohibited. Prior approval for fundraisers must be obtained from the General Board of Trustees.

Food: In accordance with the rules of the management, no food items may be brought onto the premises.

3:3 Guidelines for Library

Current members of the GCCHSA may borrow library materials each month at regular monthly skating sessions.

Items may be taken out of the library by signing name, phone number, and borrowing date on library card. Cards are then placed in the file box by the librarian.

Up to two books and two videos may be signed out for a period of one month. Borrowed items must be returned to the librarian at roller skating the following month. Items may be renewed for one additional month if no one else is waiting for it by signing the library card again. If for some reason the borrower cannot attend skating to return the library materials, the librarian must be notified to avoid fines.

Fees for overdue items are \$1.00 per item per month. Failure to return items or pay fines shall result in the loss of the privilege of borrowing items.

When items are returned, the library card should be replaced in the back of the item.

Borrowers are responsible for any loss or damage that may occur. Replacement costs are listed on the library cards.

Chapter 4 – Guidelines for Newsletter and E-Mail

4:1 Definitions

Announcement: Any submission that gives information concerning activities that are not for the purpose of financial gain of those making the submission.

Advertisement: Any submission that is made for the purpose of financially benefiting the person or persons making the submission.

Article: Any submission that is a reprint from another source or an original composition (essay, poem, item of encouragement, etc.).

4:2 Guidelines for Announcements

Announcements for field trips and activities should include:

Date

Time

Place/Event

For Whom (Intended Participants) - age/grade geared to; parental participation

Minimum or Maximum Number of Participants

Cost

Registration Deadline

Description of Event

Special Instructions (strollers, parking, lunch facilities, what to bring, etc.)

Website

Contact Person and Phone Number (for questions)

Registration Instructions (name and address of person accepting registration forms and checks)

Directions

4:3 Guidelines for Acceptance of Announcements, Advertisements, and Articles

Announcements, advertisements, and articles may be submitted either by e-mail or regular mail.

Announcements and advertisements may be submitted for events and services that are not sponsored by the GCCHSA (i.e., Hershey Park Home School Day, piano lessons, etc.).

Announcements, advertisements, and articles must be submitted no later than the day before the regularly scheduled monthly meeting of the General Board of Trustees.

Announcements, advertisements, and articles must not be contrary to the stated purpose and Statement of Faith of the GCCHSA and are subject to approval by the General Board of Trustees.

Advertisements are subject to a \$5.00 per month fee payable to the GCCHSA. The fee must be received prior to the advertisement being printed in the newsletter.

Articles may only be reprinted if proper permission is obtained in advance. Permission information must be submitted with the article.

4:4 Guidelines for Group E-Mails

Group e-mails shall be sent to all members of the GCCHSA by the Corresponding Secretary or the Webmaster.

E-mail announcements must be event related or of general interest to the members of the GCCHSA.

E-mail announcements shall not include activities that propose personal financial gain.

The Corresponding Secretary or Webmaster shall have discretion as to which e-mails received should be forwarded. If the Corresponding Secretary or Webmaster is unsure about an e-mail, the e-mail can be forwarded first to other members of the General Board of Trustees for review and approval.

Chapter 5 – Guidelines for the Jr./Sr. High

5:1 Definitions

Jr. High: Children who are in grades seven and eight and who are at least twelve years of age
Sr. High: Children in grades nine through twelve

5:2 Purpose

The purpose of the Jr./Sr. High is to:

- Bring glory to God
- Serve the Lord and others
- Build relationships with others who are like-minded
- Create future leaders
- Give future direction (career and other)
- Encourage involvement of all home schoolers in the group
- Prepare youth for graduation
- Promote unity within the individual graduating classes as well as among those in the entire group
- Inspire youth to use their gifts and talents
- Establish an identity as home schoolers

5:3 Jr./Sr. High Coordinator (for Job Description, see Chapter 2, Section 2:1)

The Jr./Sr. High Coordinator shall have direct supervision of all Jr./Sr. High activities.

5:4 Job Descriptions of the Jr./Sr. High Board

Note: The grade level for nominations is determined by the grade level the student will be entering into for the next school year.

President:

- Responsible for the smooth operation of the Jr./Sr. High Board meetings; presides at meetings
- Creates meeting agendas
- Plans and carries out activities
- Helps other members of the Jr./Sr. High Board as needed
- Must be at least an 11th grader and must have previously served on the Jr./Sr. High Board for at least one year

Vice President:

- Assumes all responsibilities of the President should the President become unable to attend a meeting or fulfill his/her term
- Plans and carries out activities
- Helps other members of the Jr./Sr. High Board as needed
- Must be at least an 11th grader and must have previously served on the Jr./Sr. High Board for at least one year

Recording Secretary:

- Records the minutes of each meeting of the Jr./Sr. High Board
- Provides copies of these minutes to the Jr./Sr. High Coordinator, the Assistant Jr./Sr. High Coordinator, and the Representative to the General Board of Trustees prior to the meeting of the General Board of Trustees
- Helps plan and carry out activities
- Helps other members of the Jr./Sr. High Board as needed
- Must be at least a 9th grader
- Must be willing and able to take good notes

Corresponding Secretary:

- Sends official group correspondence, such as event and deadline reminders, usually via e-mail
- Helps plan and carry out activities
- Helps other members of the Jr./Sr. High Board as needed
- Must be at least a 9th grader

Reporting Treasurer:

- Contacts the Treasurer of the General Board of Trustees prior to the meeting of the Jr./Sr. High Board for an updated report
- Reports on the financial activities of the Jr./Sr. High at the meeting of the Jr./Sr. High Board (the Treasurer does not handle money)
- Helps plan and carry out activities
- Helps other members of the Jr./Sr. High Board as needed
- Must be at least a 9th grader

Representative to the General Board of Trustees:

- Represents the Jr./Sr. High Board at meetings of the General Board of Trustees
- Reports on activities of the Jr./Sr. High at the meetings of the General Board of Trustees and gives information to the Newsletter Editor in time for publication and response
- Helps plan and carry out activities
- Helps other members of the Jr./Sr. High Board as needed
- Must be at least a 9th grader
- Must have transportation to the meetings of the General Board of Trustees

Sr. High Representative:

- Helps plan and carry out activities
- Helps other members of the Jr./Sr. High Board as needed
- Must be at least a 9th grader

Jr. High Representative:

- Helps plan and carry out activities
- Helps other members of the Jr./Sr. High Board as needed
- Should be at least an 8th grader, but a 7th grader may fill this position if no 8th graders can do so

5:5 Guidelines for Jr./Sr. High Activities

Jr./Sr. High activities and events sponsored by the GCCHSA should be in keeping with the purpose of the GCCHSA, addressing the religious, educational, and athletic development of GCCHSA students.

Outside activities and events such as concerts and coffee houses that are attended by the Jr./Sr. High group shall be distinctly Christian in business and in clientele.

For Jr./Sr. High activities and events sponsored by the GCCHSA in which the Jr./Sr. High provides the music, the music should be tasteful and distinctly Christian or instrumental, and should not be offensive to any guests or hosts attending the event.

Jr./Sr. High activities and events shall be chosen that consider the financial and time constraints of home schooling families.

Jr./Sr. High activities and events sponsored by the GCCHSA that are held on Sundays must be ministry related. Activities and events that are appropriate to be held on a Sunday include retreats and missions trips. All requests for exceptions must be submitted to the General Board of Trustees for approval.

Curfews for Saturday activities and events shall be set at the discretion of the Jr./Sr. High Coordinator and must be submitted to the General Board of Trustees for approval.

All e-mails, including reminders of Jr./Sr. High deadlines and activities, sent by the Jr./Sr. High Corresponding Secretary must first be approved by the Jr./Sr. High Coordinator, Assistant Jr./Sr. High Coordinator, or another responsible adult involved with the activity. All e-mails shall be sent to the parents, with a note to forward the e-mail to the student. All e-mails sent by an adult involved in the activity directly to a student shall be copied to the parent.

5.6 Guidelines for Chaperones

Chaperones must be members of the GCCHSA.

The purpose of chaperones is to attend GCCHSA Jr./Sr. High activities and events to accompany the students registered for the activities. Therefore, it is preferred that younger siblings that are not eligible for participation not attend. Student alumni (graduates of the GCCHSA) may serve as helpers to chaperones provided that they join the GCCHSA by signing a Statement of Faith and providing a written testimony. Student alumni helpers shall be under the authority of a parent chaperone.

Chaperones shall be responsible for specific students, which shall be determined by the Jr./Sr. High Coordinator or another designated chaperone prior to departure. These assignments may be changed during the trip by the Jr./Sr. High Coordinator if necessary. For events where chaperones will be transporting students, a ratio of six students per chaperone is recommended. The Jr./Sr. High Coordinator may adjust the ratio as needed. The Jr./Sr. High Coordinator shall also check all vehicles prior to departure and prior to return to ensure that all students are accounted for. Student alumni helpers shall not be considered as drivers without the written permission of the parents of the students they will be transporting. Students desiring to travel independently of chaperones must provide written parental consent to the Jr./Sr. High Coordinator.

For overnight activities and events where sleeping facilities include separate buildings for males and females, it is preferable that two male and two female chaperones be appointed. When only a single building is available in which separate sleeping facilities can be created, it is preferable that at least one male and one female chaperone be appointed. Exceptions shall be submitted to the General Board of Trustees for approval.

Since the nature of Jr./Sr. High activities and events (and, therefore, chaperoning needs) varies greatly, the Jr./Sr. High Coordinator shall discuss any unusual circumstances with the General Board of Trustees.

For all events requiring chaperones, the event shall be cancelled in the absence of a sufficient number of chaperones.

Chaperones shall monitor conduct and behavior and encourage students to act as ambassadors for Christ and as representatives of the GCCHSA (in keeping with the Student Contract Agreement). In the event of misconduct, a chaperone may issue a verbal warning and discuss appropriate behavior, call the student's parents after a second violation to have the student removed from the activity, and file an incident report with the Jr./Sr. High Coordinator in accordance with the Incident Report Policy (see Section 5.8).

Adult guests of GCCHSA members shall not be considered chaperones of Jr./Sr. High activities.

There shall be no distinction between parents who serve as chaperones and parents who serve as drivers.

5.7 "No Romantic Touch" Policy

The GCCHSA General Board of Trustees holds to a "No Romantic Touch" policy for all students and guests attending activities and events sponsored by the GCCHSA. This policy is consistent with Biblical principles that physical and intimate contact is a blessing to be enjoyed between a husband and wife. Responsible adults (Jr./Sr. High Coordinator, Assistant Jr./Sr. High Coordinator, and Chaperones) at activities and events sponsored by the GCCHSA are authorized to issue a verbal warning to those students and guests in violation of this policy and to discuss appropriate behavior with them. A second violation shall result in a phone call to the student's parents and removal of the student by the parent from the event.

5.8 Incident Report Policy

Incident Reports are intended as a tool to deal with the inappropriate behavior of home school students and can be used by chaperones who witness and address the inappropriate behavior. After a report is filed with the Jr./Sr. High Coordinator, a copy shall be sent to the parent. The parent shall return a signed copy of the Incident Report to the Jr./Sr. High Coordinator. A copy of the Incident Report is appended.

5.9 Consequences for Violating the Student Contract Agreement

If a student breaches the Student Contract Agreement, the student shall be given a verbal warning.

If there is a second occurrence of the same violation at the same activity or event, the student's parents shall be called and asked to pick up the student. An Incident Report shall be filed, sent to the parent, signed by the parent, and returned to the Jr./Sr. High Coordinator (See Section 5.8).

If the misconduct continues at other activities and events sponsored by the GCCHSA, a probationary period may be considered by the General Board of Trustees on the recommendation of the Jr./Sr. High Coordinator.

Privileges of participation can be revoked by a two-thirds majority vote of the General Board of Trustees.

Privileges of participation may be reinstated by a two-thirds majority vote of the General Board of Trustees after a new Student Contract Agreement is signed.

Chapter 6 – Guidelines for the Graduation Committee

6:1 Guidelines for Meetings

An announcement to form each year's Graduation Committee shall be approved by the General Board of Trustees and placed in the newsletter prior to the first meeting of the Graduation Committee.

The first meeting of the Graduation Committee shall be held after the previous year's annual graduation ceremony (unless there are extenuating circumstances that would necessitate scheduling the meeting prior to the annual graduation ceremony, and thus would be subject to approval by the General Board of Trustees).

6.2 Graduation Committee Treasurer

A Graduation Committee Treasurer shall be appointed by the second meeting of the Graduation Committee. The Treasurer of the General Board of Trustees shall review the previous year's graduation account. When the previous year's graduation activities are settled out, the account shall be given to the next Treasurer of the Graduation Committee. The audit for the graduation account shall be done in accordance with the By-Laws governing the accounts of the General Board of Trustees.

6:3 Graduation Committee Secretary

A Graduation Committee Secretary shall be appointed by the second meeting of the Graduation Committee. The Graduation Committee Secretary shall take minutes of all meetings of the Graduation Committee and, if not a member of the General Board of Trustees, shall communicate the activities of the Graduation Committee (including announcements for the newsletter) to the General Board of Trustees following each meeting of the Graduation Committee by forwarding a copy of the minutes to the Jr./Sr. High Coordinator and the Newsletter Editor. The Jr./Sr. High Coordinator (or the Newsletter Editor in the absence of the Jr./Sr. High Coordinator) shall then present the minutes of the meetings of the Graduation Committee to the General Board of Trustees.

The Graduation Committee Secretary shall maintain file copies of minutes in a designated binder which shall be passed on to the next year's Graduation Committee.

6:4 Guidelines for Procedures

The Graduation Planning Committee shall have the authority to vote on allowing participation of a potential graduate who becomes a member of the GCCHSA after the deadline for registration for graduation.

The Graduation Committee shall submit a final proof of the yearbook for review and approval of the General Board of Trustees prior to publication of the yearbook.

6:5 Graduation Account

See Chapter 7, Section 7.

Chapter 7 – Guidelines for Administration

7:1 Guidelines for Procedures at Meetings

The General Board of Trustees recognizes that procedural guidelines must exist for the conduct of all meetings of the General Board of Trustees and its subordinate groups (i.e., Jr./Sr. High Board, Graduation Committee). The existence of a procedural model, as required by the By-Laws, will facilitate the smooth running and uniformity of process at each of the various regular meetings. Due to the ubiquitous nature and familiarity of *Roberts Rules of Order*, the General Board of Trustees has chosen these guidelines to be the model of order for all meetings. The General Board of Trustees shall also make available to any and all members of the General Board of Trustees and subordinate groups information that will educate the members to appropriately use this model.

7.2 Guidelines for Attendance at Meetings

All persons nominated for positions shall attend the June meeting of the General Board of Trustees when voting for new members takes place. If elected, they shall remain at the June meeting to observe the outgoing Board conduct business. The first meeting of the newly-elected Board shall be the August meeting (there is no meeting in July). All members of the General Board of Trustees shall attend ten (10) meetings per year (there are no meetings in July and December). If a member cannot attend a specific meeting, it is his/her responsibility to notify the Chairperson in advance of the meeting so the Chairperson can determine if a quorum for voting can still be met.

7:3 Guidelines for Information Pertaining to the GCCHSA or Specific Positions on the General Board of Trustees

All information pertaining to the GCCHSA or to specific positions on the General Board of Trustees shall be transferred from the outgoing Board Member to the new Board Member assuming the position. This includes binders of minutes of the meetings of the General Board of Trustees, minutes of the meetings of the Graduation Committee, By-Laws and Policies, newsletters, procedures for the Treasurer and New Member Secretary; copies of all registration forms, etc.

7:4 Guidelines for Application Review and Signatures

New member applications shall be reviewed by the New Member Secretary and require the signature of the New Member Secretary plus two additional members of the General Board of Trustees for approval. Membership takes effect when all three signatures are obtained.

Any application requiring additional review shall be brought to the General Board of Trustees at their monthly meeting for review and approval.

In extenuating circumstances, the New Member Secretary may obtain telephone or electronic approval from the two additional members of the General Board of Trustees.

All members of the General Board of Trustees shall be notified in writing of the acceptance of New Members either by e-mail or in writing at the time of the meeting of the General Board of Trustees.

7:5 Guidelines for Membership Dues

Membership in the GCCHSA is available from June 1 through September 30, at a cost of \$37.00. Discounts are available for electronic newsletter and early renewal. Families are encouraged to join the GCCHSA or renew their membership within this time frame so that timely completion and mailing of the membership directory can be accomplished.

Members who do not renew their membership by September 30 shall pay a late fee. (From October 1 through May 31, the cost is \$42.00, with a discount for electronic newsletter.) Those who do not renew their membership will not be allowed to participate in GCCHSA activities until their membership is renewed or they rejoin as new members for the following school year beginning in June.

Fees are waived for members of the General Board of Trustees if all application materials are submitted prior to the August Board Meeting.

Fees are subject to change as deemed necessary by the General Board of Trustees.

	<u>Fee</u>	<u>Discount for Electronic Newsletter</u>
First-time Applicants		
6/1 – 12/31	\$37.00	- \$8.00 (\$29.00)
1/1 – 5/31	\$24.50	- \$4.00 (\$20.50)
Current Members Renewing Early		
5/1 – 6/30	\$32.00	- \$8.00 (\$24.00)
Current Members Renewing Membership		
7/1 – 9/30	\$37.00	- \$8.00 (\$29.00)
Current Members Renewing Late		
10/1 – 5/31	\$42.00	- \$8.00 (\$34.00)
General Board Members (Including Non-Voting Positions) 5/1 – August Board Meeting	\$12.00	\$12.00
Parent/Student Alumni Members 5/1 – 9/30 (Fee waived for students if parents are already members)	\$10.00	- \$8.00 (\$2.00)

7:6 Guidelines for Distribution of Membership Dues

The distribution of membership dues shall be as follows: \$12.00 will be designated for insurance. Of the remainder:

- 60% - Communications and Postage (Patchwork Papers, Directories, Mailings, etc.)
- 32% - General Fund
- 4% - Jr./Sr. High
- 4% - Graduation

Example - for the regular registration fee of \$25.00:

- \$15.00 - Communications
- \$8.00 - General Fund
- \$1.00 – Jr./Sr. High
- \$1.00 - Graduation

7:7 Guidelines for GCCHSA Accounts

Activities Account:

The General Board Treasurer is responsible for the Activities Account. The General Board Treasurer and the Field Trip/Events Coordinator shall both be signers on the account. The bank shall send all statements and communications to the General Board Treasurer. The General Board Treasurer shall then send the Field Trip/Events Coordinator a copy of the statement to balance the account.

Guidelines for recording financial activities shall be given to the Field Trip/Events Coordinator by the General Board Treasurer.

Sufficient funds shall be kept in the Activities Account to avoid service charges. If the balance becomes too large, funds may be transferred to the General Fund of the General Board of Trustees.

Graduation Account:

The General Board Treasurer is responsible for the Graduation Account. The General Board Treasurer and the Graduation Committee Treasurer shall both be signers on the account. The bank shall send all statements and communications to the General Board Treasurer. The General Board Treasurer shall then send the Graduation Committee Treasurer a copy of the statement to balance the account.

Guidelines for recording financial activities shall be given to the Graduation Committee Treasurer by the General Board Treasurer.

A sum of \$100.00 shall be kept in the Graduation Account. The Graduation Account should not exceed a \$100.00 balance except for transactions for actual graduation activities. In the event that there are funds in excess of the \$100.00 balance remaining after graduation, the balance shall either be refunded to the participants or transferred to the General Fund of the General Board of Trustees.

7.8 Records Retention Policy

Membership records shall be kept for three years, after which they are to be removed from the active files(s) and shredded.

7:9 Photo Policy

Photos may be taken at GCCHSA events for use in internal GCCHSA publications only.

