

2024-25 CCCHG Member Handbook

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Introduction:

Thank you for taking the time to read this manual. It should help you in understanding many aspects of Citrus County Christian Homeschool Group (CCCHG) membership. These are practical guidelines, rules, and requirements that help ensure the integrity of our group. In the rapidly changing times we live in, it has become necessary to define and spell out beliefs and behaviors that just a few years ago would probably not be found in a ministry's printed documents and handbooks. We apologize in advance if any of the included or referred-to text is offensive. Additionally, be advised that some texts that were included in or referred to by this document are unsuitable for young eyes.

Disclaimer:

This CCCHG Member Handbook is not a contract and should not be construed, considered, or otherwise implied as a contract. It is designed for informational purposes only and the provisions are not contractually binding. The CCCHG Board has the discretion in revising the CCCHG Member Handbook to remain current and consistent with our current practices and retains the right to modify or discontinue any policies, programs or procedures described in this document.

The rules and guidelines within this handbook have been adopted by the Board of Directors to ensure the opportunities and assets of CCCHG are used fairly within the group and among members. Although we do not allow policies that unfairly allow some to benefit and not others in relation to group benefits, we do reserve the right to make rare exceptions when presented with a current situation that would make sense and would benefit or cause no adverse effect to the group. Our end goal is to always ask, "Is this okay for everyone to do?" and "what would happen if everyone got to do this?". If the issue would cause a problem, we probably have a rule against it.

Who We Are:

- Citrus County Christian Homeschool Group is a not-for-profit organization with the purpose of providing encouragement, support, and guidance to Christian homeschoolers in our community.
- Our group was started in 2006 by Ms. Carol Jones. We have grown significantly since then and strive every year to continue to accommodate a growing and thriving group.
- We offer opportunities for field trips, social events, ceremonies, holiday parties, and group educational opportunities including GRACE Co-op.

The Mission of CCCHG is:

- To Provide Encouragement, Support and Guidance for Christian-Based Homeschooling
- To Share Homeschool-Related Information on an Ongoing Basis
- To provide the Opportunity for Group Educational Activities that Promote a Christian Worldview, in a Christian Setting
- To Unite with Other Christian Homeschool Families who wish to disciple their children in a Christian Worldview.
- To Provide Meetings, to Plan Activities, and to Meet the Homeschooling Needs of a Diverse Group of Homeschoolers United by Their Christian Faith (Deuteronomy 6:5-9; Psalm 127:3-5)

How our Group is Run:

- We are an all-volunteer force. We have 5 board members, (we call them "Leaders") and several more members serving as Support Staff, filling additional positions in our group.

- Each function of our group falls under the guidance and authority of one or more of our Leaders and may be subject to official board review at any time. You can view the current list of Leaders and Support Staff on the group website once logged in as a member.
- In addition, each member family helps a little, and in the end, we have a fun, well-supported group, with an abundance of opportunities.

Membership:

Membership in CCCHG is a family membership. It includes the primary parent, the primary parent's spouse, and their children. The primary parent is the parent who is planning to participate most with the group in bringing their child(ren) to CCCHG functions. Parents must sign all required documents and fulfill all membership requirements including background screening.

1. Member Qualifications:

- Currently Homeschooling at least one school-aged child.
- Completed Membership Application with current contact information and all applicable signatures.
- Signed acknowledgment of having read and agreement to be bound by CCCHG's statement of faith.
- Submission to annual background check of primary parent and their spouse and payment of the associated fee for each background check submission. The primary parent is the parent who is likely to host, teach, or attend CCCHG events, or the CCCHG events, classes, fieldtrips, etc. that their child(ren) attend.
- Completion of Application Interview
- Completion of a positive reference check by a board member.
- Register for Volunteer Duty or pay the Volunteer opt-out fee. You can find the link to sign up on the Events tab on the menu bar on the website under "Volunteer Signups". The dates are just suggestions and can be changed if necessary. There is an area on the web site with a list of possible events to get the wheels turning, and an Event Planning Worksheet online to help you plan your event. The group Social Coordinator can help you with any questions that may arise. If you are a new member, or unsure of what this all entails, perhaps sign up for something later in the year so you'll be able to see what other members are doing before your turn comes.
- Membership to the organization is fee-based, requiring membership dues. Fees/dues are non-refundable for any reason. The exception to this is the membership portion of payment may be refunded if membership is denied. The background check fee portion of any payment is non-refundable.
- Once all membership applications, requirements, and background screenings have been completed, submitted and passed, the board of directors has full, final approval or denial authority for membership, and will approve or deny membership within 30 days of receiving full membership application and fees.

2. Membership Rights:

- Members are entitled to participate in any CCCHG events or functions that they meet the requirements for, such as but not limited to: age requirements for children, academic level and prerequisites, registration deadlines, fees, volunteer requirements, etc. unless the Board of Directors has voted otherwise by a majority vote.
- Members of the organization shall have the right to one vote per family on matters submitted to a vote of the membership including election of officers and board members nominated by the board.

- Members have the right to information security. CCCHG is committed to information security. Leadership and those given access to member data follow data and information safety procedures to protect hard-copy and electronic member data.

3. Member Responsibilities:

- Members should always support the mission of the CCCHG and not engage in activity that would disrupt the mission of CCCHG.
- Members are responsible for completing their annual Volunteer Duty or pay the Volunteer Opt Out fee. Volunteer Duty should be completed by May 31st of the current school year. If you do not fulfill this requirement, you may jeopardize your family's ability to participate in future CCCHG events. Those who do not fulfill their volunteer requirement will be required to pay a \$50 non-performance fee for the current year before being able to join the group the next year.
- Members are responsible for paying applicable fees and dues.
- Members are responsible for keeping all information on their online profile current.

4. Termination of Membership:

Members shall be terminated from CCCHG membership for the following reasons:

- Death.
- Failure to renew membership
- By personal request of the member
- If the board of directors determines that a member, parent or child, is not supporting the mission of CCCHG by not fulfilling their duties, adhering to the Statement of Faith, etc., membership may be terminated at any time by a majority vote of the board. At the discretion of the board, an alternate remedy may be offered in lieu of full termination of membership.

Communication Policy:

Posting on our website (ccchomeschool.com) will be the primary means of communication, and these posts will go out to members' email addresses as designated in each member's profile. Members are responsible for checking their email or checking the website on a regular basis to receive important and up-to-date news. If you do not have access to email, please let someone on the Leadership Team know.

Website Use Policy:

The purpose of our website is to help foster communication for CCCHG members. It is required to have an online account to be a member. For this reason, we do not allow members to subject other members to spam, advertising, unsolicited requests, etc.

We also want to make our site a place where parents can connect in ways that are helpful and desired by the member. Please read, understand, and follow the below guidelines regarding use of the website:

- **When posting in the forum (message board):** While we do hope you'll post group-wide messages asking questions, informing members of community events, inviting families to meet-ups, etc., please, be careful to post in the appropriate forum category.
- **Be Kind – Think before you Post or Reply:** Please review and make sure you are supporting the mission of CCCHG with any messages before hitting "post".

- **In getting the word out about your business:** We do have a business directory where you may advertise your business. You may also post a special notice about your business or business event in the “classified” category of the message board (forum). Please do not post solicitations for any sales or business anywhere except in the business directory, or the “classified” section of the forum. This includes “parties” for selling products or just to “inform” in hopes of gaining future customers. Never use contact information gained from our website for solicitation purposes.
- **If you have something to sell:** We have a “classifieds” section of our message board, and a “classifieds” section of the website which is a stand-alone tool. We welcome your listing of your for-sale items, but please ONLY post them in either of the “classifieds” areas.

Private Facebook Group:

If you are a paid CCCHG member, you have the option to be added to our private, members-only, Facebook group. Facebook does not allow different categories like our website does, so to keep with our commitment to not spam our members, please list all of your for sale and business-related information on our website under the appropriate categories. We want to reserve our Facebook group for the use of getting out important and up-to-date information to our members in a way that may be more convenient for them to check. If you post items or services for sale, it will be removed by admin and multiple offenses will result in removal from the group.

Privacy, Security and Safety:

- **Protection of Children:** We believe that children are a heritage from the Lord and must be absolutely protected within CCCHG from any form of abuse or molestation. CCCHG has zero tolerance for any person, whether paid staff, volunteer, member, or visitor, who abuses or molests a child. (Ps. 127:3–5; Matt. 18:6; Matt. 19:14; Mark 10:14)
- At no time may you physically discipline a child that is not your own.
- To keep our families safe, and to ensure privacy, please do not publish, “pass along”, or disclose ANY information from this site, including and ESPECIALLY events, to non-members. If you want to forward information for an event published on our site to a non-member, please check with the Board, first. The exception to this rule is any event posted on the PUBLIC side of our site, which means the page you see when you are NOT logged in. (This would be our open events – kickoff meeting, etc). If you are hosting an event that you want to invite other non-member homeschoolers or friends to, then it cannot go on the calendar as an official CCCHG event and will not count as your Volunteer Requirement. However, you are welcome to share it on our website under the appropriate category.
- We have a “Rule of 2” requirement at all CCCHG events which requires an adult to never be alone with minors who are not their children without another adult in the same room/area and with full visibility. At any time an adult is in the presence of a minor(s) who is not their own child, and they are not in a public place, it is the responsibility of the adult to remove themselves (or the grouping if safety necessitates) from that situation, and either retrieve another adult to join your grouping, or move your grouping to an area with sufficient adults to meet our “Rule of 2” requirement. If this is not possible or reasonable, it is the adult's responsibility to put the grouping into the most visible, public setting possible, and continue to try to satisfy the 2-adults rule. At the earliest possibility, report the incident to our Safety Coordinator. Failure to follow these guidelines could result in loss of participation privileges, or termination of membership from CCCHG.
- At all non drop-off events, the parent is responsible for the safety and supervision of their own child(ren) AT ALL TIMES. There is no exception to this rule. If you have multiple children and they would have to be separated to attend, you should get your spouse to attend and help you or leave others at home to come next time. If you do choose to bring more children than you can personally supervise, it is your choice to

put your child in the care of another person if it is agreed-to by that other adult and is NOT a CCCHG requirement. CCCHG will not be responsible for the agreement between 2 consenting parents on one watching the other adult's child. Members of the leadership team and/or staff do not attend all events, and are not able to monitor and enforce the "rule of 2", safety conditions, etc.

Discipline Policy for Children:

At some of our social/educational opportunities, it may be the case that another adult will in some way have some oversight responsibility of your child. If a child is being uncooperative, disruptive, or disrespectful, the following procedures may be followed:

- The child will get a verbal warning from the Adult Member acting as "Supervisor" to the event.
- If unacceptable behavior continues, the child will be asked to sit out for a time.
- If the child still exhibits unacceptable behavior, the child will be brought to their parent for the remainder of the event and/or asked to leave.
- If the child repeats unacceptable behavior at a future function, the parent will be required to stay next to the child at all times during that function and/or asked to leave.
- If the child repeats the unacceptable behavior on a third occasion, the child may no longer be welcomed at group social functions until a meeting takes place between them, their parent, and the leadership team to decide if future participation will be approved.
- Please keep in mind that these are guidelines and, depending on the severity or recurrence of situation(s), leadership can decide at any time that the child must leave immediately and is not eligible to attend future events.
- At no time may you physically discipline a child that is not your own. Please note that if a parent feels the need to discipline THEIR OWN CHILD, they should not do so in front of other children, but rather do this in private.
- For all incidents that you are involved in regarding unacceptable behavior or discipline, you must fill out an incident report which can be found on the group website. Fill out online, or print, fill out and turn in.

Illness Policy:

For the consideration and well-being, and protection of others, and so we can continue to provide the highest quality program for all children, please do not bring a child to any group function who is experiencing the following symptoms, or you may be asked to leave:

- Fever over 100 (within the last 24 hours)
- Colored mucus (yellow or green snotty nose)
- Diarrhea, vomiting or nausea
- Eye drainage or crusty eyelids
- Virus or infection known to be contagious
- Rashes or ring worm
- Head lice

Weapons, Pets Policy:

- No weapons of any kind, flammables, or any other potentially dangerous materials, or animals shall be brought to any CCCHG function without explicit permission AHEAD OF TIME from the Leadership Team.
- Knives, lighters, matches, brass knuckles, martial art weapons, guns, fake guns, air guns, and b-b guns are prohibited. Please leave anything, even resembling a weapon at home.

- Violations of this policy will be addressed by the Board, which has discretion to determine the appropriate sanction, up to and including expulsion from all future CCCHG functions, and/or termination of CCCHG Membership.

Drugs, Alcohol, Tobacco Policy:

- No cigarettes or other tobacco products or smoke-less and/or tobacco-less alternatives are allowed at group functions at any time.
- No alcohol or illegal drugs are allowed at any group function at any time.
- Violations of this policy will be addressed by the Board, which has discretion to determine the appropriate sanction up to and including expulsion from all future CCCHG functions, and/or termination of CCCHG Membership.

Allergies and Medications Policy:

CCCHG is not allergen-free. The parents of the child who has allergies are responsible for their child's well-being and to make all allergies known to the leadership team via your online registration form and to any adult member who may take authority or supervisory role with your child. Parents may provide allergen-free alternatives at their own expense. No one should ever administer over the counter or prescription medications to any other persons, especially minors. A parent may administer to themselves or their child only. Please do not allow your child to carry medications with them; have an adult carry needed medications.

Publicity Policy:

- CCCHG Members may not make any statements as if representing the CCCHG Organization in interviews, articles, letters, etc. without express board approval.
- All publicity requests should be forwarded to and coordinated with our CCCHG Publicity Liaison.
- CCHG members MAY make statements representing themselves as a CCCHG member that are consistent with our mission and statement of faith.

Photography/Videography Policy:

- No photos may be taken by members of other members, families, students, classes, activities, etc. at any official CCCHG activity or outing without the express consent of each adult and the parent of any children in the photos. In other words, we are here for the experience, and need to respect the privacy of the other families present.
- Consent for photos to be taken does not imply consent to post or publish without the additional express consent of adults/parents. Also, refrain from tagging others without prior consent if posting online is approved.
- **Exception:** Express permission may be given by the CCCHG Board for official purposes such as the yearbook, slideshow, etc. Under this exception, there may be photos taken at co-op and other CCCHG activities for use in the yearbook or group projects (i.e., End of Year Slideshow). Permission will be assigned to specific person(s) for specific projects.

Transportation Policy:

- CCCHG will never require a child to ride with any parent besides their own, and not only do we not recommend it, but for insurance and liability reasons, we prohibit it in any official capacity. Any ride-share is a personal choice and not governed by CCCHG.

- Ridesharing, Car-Pooling, etc. may not be required, suggested, instigated or organized by the teacher or leader of an event, so as to appear or imply that CCCHG is responsible for or participating in transporting students and/or parents in any way.
- At events where it is stated that children may be dropped off and picked up at the end, pick your children up by the end time. Failure to do so may result in you not being allowed to have your children attend drop off events in the future.

Attendee Policy:

- Most CCCHG functions (field trips, co-ops, etc.) are “closed” events, or “Members-Only,” meaning that only registered families (Primary Parent, spouse, and children) may attend.
- Due to liability restrictions and accounting requirements, friends, extended family and other unregistered guests are not permitted at closed events. If it’s a trip to a public place, of course they can meet you there, but will not be able to purchase tickets through CCCHG, nor participate in any special part of the trip that was arranged for group members (like a behind-the-scenes walkthrough at the zoo, etc.).
- Open Events are events that are open to registered members, plus possible guests as defined in the event announcement, and possibly the public in general. Again, this would be defined in the event details.
- All adults must fulfill the membership requirements “per person” to attend All CCCHG Closed Events: (Exception: Membership Dues and Volunteer Requirements are per-household)

Funds/Payments/Reimbursements Policy:

GET A RECEIPT!

- A receipt will be given to all individuals who make a payment to anyone collecting funds for a CCCHG function or event, with the exception of certain fundraisers, which will be plainly marked as NO RECEIPT GIVEN.
- If a receipt is not given and it is a CCCHG function/event please ask for one, as CCCHG will not be held accountable later if a dispute arises.
- Do not give money without a receipt, even if one is promised to you later.
- All checks are to be made payable to CCCHG.
- If cash is given without a receipt or a check written to any other name than CCCHG it will be considered a personal transaction between two people and CCCHG will not be held accountable.
- We do not take combined payment for multiple functions; all payments must be made separately; this is for accounting purposes.
- We reserve the right to add an administrative fee to the invoice for any payment made by PayPal or credit/debit card if necessary. You will be advised of the fee before you are charged.
- Membership payments accepted are cash, check, PayPal, or credit/debit card.
- T-Shirt payments accepted are cash, check, PayPal, or credit/debit card.
- Field Trip/CCCHG Function/Event payments accepted are cash or check unless otherwise specified in the event details on the event calendar.
- Fundraisers and/or solicitation of items/funds using the CCCHG name or any representation of any part of our group, for any reason, is prohibited without prior approval from the CCCHG Board.
- Members who are collecting funds for CCCHG functions/events agree to keep detailed records, follow the funds collection policies, and adhere to all deadlines for completion of the function/event.

Reimbursable Purchases:

- All reimbursable purchases must be approved in advance by the CCCHG treasurer or president. No exceptions.
- Once pre-approved, an official receipt must be submitted within 30 days in order to be reimbursed.

- No reimbursements will be given without pre-approval by treasure or president, and without a submitted receipt.

Tax Exempt Number:

- Tax-exempt number can only be used by the organization, not individuals. (Only when paying with CCCHG Debit card or CCCHG check, or by an officer or board member if paying with cash).
- Never use tax number if being reimbursed by the organization, it is illegal under all circumstances and could jeopardize our tax-exempt status.

Weather-Related Cancellations and Policies:

- If we are experiencing bad weather, the adult member in charge of planning that particular event will confer with a member of the leadership team to determine whether to cancel events. They may also base their decision upon their local school district's cancellation of their classes.
- Upon cancellation, an email will go out to all families through our website.
- If you are unsure of whether an event will be canceled, please check the CCCHG website.
- If a group event or function is being held outside and lightning is seen, all persons must retreat to safe shelter for at least 30 minutes until after the last lightning strike is seen.
- It is the recommendation of the leadership team that if another lightning strike is seen within that first 30-minute period, that the event be cancelled and for everyone to safely retreat to their vehicles to go home.

Stewardship and Damages to Property Policy:

Please make sure that you and your children are being good stewards of the property or facility rented, reserved, owned, or acquired for CCCHG purposes. The expectation is that when our group goes somewhere that we leave it just as clean and neat, if not better, than when we arrived. CCCHG does not have back-up funds to pay for repairs or damage incurred by you or your children. If a parent or child damages something, the parent will be held liable and not the group.-PLEASE stress these rules to your children and help others by reminding them of these rules if you see an action or activity that could result in damage to person or property.

Facility Use Policy:

We prohibit the use of any facility rented, reserved, owned, or acquired for CCCHG purposes for any purpose that would be inconsistent with CCCHG statement of faith or member rules/requirements as set forth in this handbook.

Disagreements, Disputes, and Conflict Resolution Procedure:

We all know disagreements, disputes, and conflict can happen. It is important that we plan ahead and agree on how to deal with these situations, before they arise. It is our belief that in considering and being prepared with the procedures below, it will even help us to avoid many conflicts before they become an issue. In using Matthew 18 as our guide, if a conflict arises, members should seek to resolve the issue on their own. If either party is unsatisfied or a resolution (when all parties reach mutual agreement or understanding) cannot be met, the parties then need to seek the assistance of the Leadership Team and they will review the situation and mediate to the best of their ability. We have adopted the below guidelines and steps toward resolution of any issues that arise.

The Peacemaker's Pledge—A Commitment to Biblical Conflict Resolution

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict. (Luke 6:27-36; Gal. 5:19-26; Matt. 5:9) We also believe that conflict provides opportunities to glorify God, serve other people, and

grow to be like Christ. (1 Cor. 10:31-11:1; Rom. 8:28-29; James 1:2-4) Therefore, in response to God's love and in reliance on his grace, we commit ourselves to respond to conflict according to the following principles:

- **Glorify God** - Instead of focusing on our own desires or dwelling on what others may do, we will rejoice in the Lord and bring him praise by depending on his forgiveness, wisdom, power and love, as we seek to faithfully obey his commands and maintain a loving, merciful, and forgiving attitude. (Ps. 37:1-6; Mark 11:25; John 14:15; Rom. 12:17-21; 1 Cor. 10:31; Phil. 4:2-9; Col. 3:1-4; James 3:17-18; 4:1-3; 1 Peter 2:12)
- **Examine Ourselves**-We must first ask God to help us change any attitudes and habits that lead to conflict and seeking to repair any harm we have caused. (Prov. 28:13; Matt. 7:3-5; Col. 3:5-14; Luke 19:8; 1 John 1:8-9) **Gently Restore** - Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will overlook minor offenses, or we will talk personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict with a Christian brother or sister cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner. (Prov. 19:11; Matt. 18:15-20; 1 Cor. 6:1-8; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; James 5:9)
- **Go and Be Reconciled** - Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation—forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences. (Matt. 5:23-24; Matt. 6:12; Eph. 4:1-3, 32; Matt. 7:12; Phil. 2:3-4)

By God's grace, we will apply these principles as a matter of stewardship, realizing that conflict is an opportunity, not an accident. We will remember that success, in God's eyes, is not a matter of specific results but of faithful, dependent obedience. And we will pray that our service as peacemakers brings praise to our Lord and leads others to know his infinite love. (Matt. 25:14-21; 1 Peter 2:19, 4:19; Rom. 12:18; John 13:34-35)

Supporting Group Policies/Disagreements with Policies

Policies that members sign when joining or participating in an activity should be followed and supported. Disagreement with policies will not excuse failure to follow them. Please do your best to join in the things you like, abstain from those you don't, and use the below feedback channels to request changes to policy.

with policy, or suggestions may be given using one of the following:

- by online feedback/suggestion link - not anonymous due to form's attachment to member account
- by mail - this can be anonymous if you choose
- voiced to 2 or more board members SIMULTANEOUSLY to bring to the board
- via online poll when applicable - this can be anonymous