



**DEUT. 6:4-9**

**GLOUCESTER COUNTY CHRISTIAN  
HOME SCHOOLERS ASSOCIATION**

**POLICIES**

**MAY 2015**

# **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.

### 1.2 Organization Colors

Royal Blue and White

### 1.3 Organization Verses

Deuteronomy 6:4-9 (NIV)

***“Hear, O Israel: The LORD our God, the LORD is one. Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates.”***

## Chapter 2 – General Board of Trustees

### 2.1 Job Descriptions of the General Board of Trustees

As stated in the By-Laws, Article V.A.2, all members of the General Board of Trustees shall uphold and adhere to the By-Laws and Policies of the GCCHSA. It is the responsibility of all members of the General Board of Trustees to read, understand, and uphold the By-Laws and Policies of the GCCHSA. Any questions regarding the By-Laws and Policies or a specific position should be directed to the Chair of the GCCHSA.

The offices of Chair and Vice-Chair shall be filled by voting members of the GCCHSA who have previously served a minimum of one year on the General Board of Trustees.

If there is no one available to serve that meets these qualifications, the General Board of Trustees may appoint a member of the GCCHSA that they deem competent to fill the position for a one-year term. After the one-year appointment, that individual may be elected to a two-year term as Chair or Vice-Chair, since they would have then met the qualification of having served on the General Board of Trustees for one year.

All elected positions must be filled by voting members of the GCCHSA who currently are members of a local Bible-believing, church that agrees with the GCCHSA Statement of Faith.

#### Chair:

- Is responsible for the smooth operation of the GCCHSA, principally through meetings of the General Board of Trustees
- Presides at meetings of the General Board of Trustees
- Answers miscellaneous phone calls and e-mails
- Receives all nominations for open positions on the General Board of Trustees
- Strives to keep the GCCHSA and the General Board of Trustees unified according to the Statement of Purpose

#### Vice Chair:

- Assumes all responsibilities of the Chair should the Chair 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
- Keeps a quarterly record of insurable activities

#### Recording Secretary:

- Creates agendas for meetings of the General Board of Trustees
- 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, preferably within one week following a meeting of the General Board of Trustees
- Maintains file copies of minutes, attachments, and pertinent e-mails in designated binder
- Sends all official group correspondence and handles miscellaneous correspondence, such as thank-you letters and event reminders, via mail and/or e-mail

#### Treasurer:

- Is responsible for all financial bookkeeping for the GCCHSA
- Presents reports to the General Board of Trustees at stated meetings
- Accepts receipts for necessary reimbursements
- Pays all bills of the GCCHSA
- Is responsible for all money collected for general field trips, activities, etc.
- Is responsible for all money involved in conducting sports activities, graduation, Jr./Sr. High events, etc.

#### Membership Coordinator:

- Handles all membership questions and correspondence
- Processes and signs all applications for new/renewing members and obtains the two additional signatures of members of the General Board of Trustees required for approval of an application
- Contacts or responds to potential new members and directs them to the GCCHSA website for information and application to the GCCHSA
- Gives all members of the General Board of Trustees information regarding new members in writing and publishes that information on the GCCHSA website
- Contacts new members by phone and welcomes them to the GCCHSA
- Sends welcome letters to new members

#### Activities Coordinator:

- Oversees or delegates responsibility for planning and supervision of general group activities, including picnics and/or Field Day, and sports activities such as T-ball/softball/baseball, soccer, tennis, swimming, etc.
- Reports on activities at the meetings of the General Board of Trustees and publishes announcements and information on the GCCHSA website in ample time for response

#### Field Trip/Events Coordinator:

- Oversees or delegates responsibility for planning and supervision of a minimum of five field trips/events per year (at least three must be field trips)
- Prepares a list of participants for each event
- Attends field trips/events, or delegates that responsibility, and handles all money involved, including payment for the field trip/event; does not need to remain at a given field trip/event until all members of the group have departed (when the scheduled trip is over, the Field Trip/Events Coordinator may leave)
- Accepts all registrations and checks, forwarding all money to the Treasurer of the General Board of Trustees
- Reports on activities at the meetings of the General Board of Trustees and publishes announcements and information on the GCCHSA website in ample time for response

#### Other Ancillary Positions:

##### Jr./Sr. High Coordinator:

- Is responsible for the smooth operation of the Jr./Sr. High Board when in operation
- Oversees or delegates responsibility for supervision of activities of the Jr./Sr. High
- Reports on activities of the Jr./Sr. High at meetings of the General Board of Trustees and publishes announcements and information on the GCCHSA website in ample time for response
- Accepts registrations and money, as necessary, forwarding money to the Treasurer of the General Board of Trustees

- Obtains Student Contract Agreements and current Medical Forms as needed, and fills out incident reports as necessary

Newsletter Coordinator:

- Is responsible for the timely production of monthly editions of the Patchwork Paper, including collecting information about field trips, events, activities, new members, advertisements, announcements, and other news
- Publishes newsletters in a timely manner via the GCCHSA website
- Maintains file copies of newsletters and all pertinent e-mails regarding activities of the GCCHSA in a designated binder

2.2 Nominations to the General Board of Trustees

In order for a nominee to be placed on the ballot for any position on the General Board of Trustees, the nominee must first receive approval by the current General Board of Trustees. Approval will be received through a simple majority vote.

2.3 Job Descriptions of Other Non-Board, Non-Voting Positions

Webmaster:

- Maintains the official GCCHSA website
- Maintains the database of members of the GCCHSA
- Prepares the annual Directory
- Transmits e-mails of announcements and reminders as necessary ???

BOX TOP\$ for Education Coordinator:

- Receives Box Top\$ for Education coupons from members
- Prepares coupons for submission and sends them for redemption according to the program guidelines
- Keeps a record of submissions
- Provides a report to the General Board of Trustees each time Box Top\$ coupons are submitted to the program and when funds are received from the program
- Submits all checks received from the program to the Treasurer prior to or at the next regularly scheduled monthly meeting of the General Board of Trustees
- Updates the Coordinator information on the program website during time of service

Facebook Coordinator:

- (See Chapter 5)

Prayer Coordinator:

- (See Chapter 8)

2.4 Job Description for Certified Public Accountant (CPA)

It is the duty of the CPA to annually review the financial records of the GCCHSA. For the purpose of the GCCHSA, the definition of review will be a bank reconciliation.

## 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, creation, and/or 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. The General Board of Trustees shall have the final authority to settle issues that may arise in specific cases concerning this policy.

Adults other than GCCHSA members may participate as space allows. Guest participation should not eliminate participation of GCCHSA students (e.g., 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.

At the discretion of the Board, the registration fee for any GCCHSA-sponsored sports, field trips, and/or Jr./Sr. High activities may be increased to help defray the cost of insurance premiums.

## Chapter 4 - Guidelines for Newsletter Publications and E-Mail

### 4.1 Definitions

Announcement: Any submission that gives information concerning activities that is 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 by 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.

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



Fees for advertisements:

- \$5.00 per month for up to a quarter-page ad
- \$10.00 per month for a half-page ad (greater than a quarter-page and up to a half-page ad)
- \$20.00 per month for a full-page ad (greater than a half-page and up to a full-page ad)

Checks for advertisement fees should be made payable to the “**GCCHSA**”.

Fee for advertisements must be received by the GCCHSA prior to the advertisement being printed in the newsletter.

The fee may be waived for announcements if they are of service/interest to the GCCHSA membership and are not a personal advertisement for monetary gain.

#### 4.4 Guidelines for Group E-Mails

Group e-mails that are approved by the General Board of Trustees shall be sent to all members of the GCCHSA by the Webmaster.

E-mail announcements must be event related or of general interest to the members of the GCCHSA (e.g., reminders of deadlines or activities).

Advertisements can be e-mailed to all members of the GCCHSA, provided that they have been submitted to the General Board of Trustees following the same guidelines/criteria as for Advertisements for the newsletter, including the \$5.00 per month fee (see Chapter 4, Section 4.3).

It is preferred that announcements and advertisements be published in the monthly newsletter, but, in the case of time-sensitive material in a month when no newsletter is published or the newsletter will be published too late for inclusion, it is acceptable to use e-mail if all other criteria are met.

## Chapter 5 - Guidelines for Facebook

### 5.1 Purpose

The purpose of a GCCHSA Facebook account is to allow the GCCHSA to share information about activities and events with GCCHSA members who may use Facebook as their primary mode of communication.

### 5.2 Membership

The GCCHSA Facebook account will be private (to prevent those outside of the GCCHSA from accessing it). Membership will be by invitation only. Invitations will be extended to all members in good standing of the GCCHSA.

Membership in the GCCHSA Facebook account and responsible behavior on the site is the sole responsibility of the members of the GCCHSA. The GCCHSA does not require the permission of a parent for a student to become a member of the GCCHSA Facebook account. Students need to adhere to their parents' rules regarding this or any other Facebook account. Although the GCCHSA Facebook account is open only to invited members, there will not be constant formal monitoring of comments, messaging, etc.

Only current members of the GCCHSA Facebook account will receive GCCHSA event information. Each year, on September 1, members who have not renewed their membership will be removed from the GCCHSA Facebook account. Those who join or withdraw from the GCCHSA during the school year will also be invited to join/be deleted from the GCCHSA Facebook account as necessary.

### 5.3 Oversight

The GCCHSA Facebook account shall be overseen by the GCCHSA Facebook Coordinator.

### 5.4 Postings

Only activities and events sponsored by the GCCHSA may be posted on the GCCHSA Facebook account. Only pictures and videos of GCCHSA-sponsored events reviewed and approved by the GCCHSA Facebook Coordinator may be posted on the GCCHSA Facebook account.

Only the GCCHSA Facebook Coordinator may post notices on the GCCHSA Facebook account and send notices from the account.

### 5.5 GCCHSA Facebook Coordinator (Administrator of the GCCHSA Facebook Account)

The GCCHSA Facebook Coordinator is responsible for receiving updated membership information from the GCCHSA New Member and Corresponding Secretaries for maintenance of the GCCHSA Facebook account.

The GCCHSA Facebook Coordinator is responsible for receiving updated activity and event information from members of the General Board of Trustees (i.e., Field Trip Coordinator, Activities Coordinator, etc.) for posting on the GCCHSA Facebook account.

## 5.6 Facebook Use

Members of the GCCHSA Facebook account must not copy, tag, and/or remove information, photos, or videos from the site without permission from the GCCHSA Facebook Coordinator.

When using Facebook, like any other channel of communication, the Lord expects us to edify others and to build others up according to their needs, that it may benefit those who listen (Eph. 4:29). We should also seek to not offend others (1 Cor. 8:9). It is the responsibility of all members of the GCCHSA Facebook account to ensure that all conversations are appropriate and God-honoring, whether addressing another person directly, or posting comments that will be read by other members.

Irresponsible behavior on the GCCHSA Facebook account will result in disciplinary actions as deemed appropriate by the GCCHSA General Board of Trustees.

## Chapter 6 - Guidelines for the Jr./Sr. High

### 6.1 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

### 6.2 Mission Statement

The mission of the GCCHSA Jr./Sr. High is to lead the GCCHSA teens to become more Christ-like in their character.

### 6.3 Purpose

- Bring glory to God
- Build relationships and friendships within the individual classes as well as within the entire group
- Provide opportunities for Christian growth through Bible study and other activities
- Provide opportunities for Christian service
- Provide opportunities for Christian fellowship with other home schoolers
- Provide opportunities to develop leadership abilities
- Provide opportunities for the teens to use their gifts and talents
- Offer support to home school families

### 6.4 Jr./Sr. High Coordinator (for Job Description, see Chapter 2, Section 2.1)

The Jr./Sr. High Coordinator shall oversee or delegate responsibility for supervision of all activities of the Jr./Sr. High.

### 6.5 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
- Plans and carries out activities
- Helps other members of the Jr./Sr. High Board as needed
- Must be at least an 11<sup>th</sup> 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 11<sup>th</sup> grader and must have previously served on the Jr./Sr. High Board for at least one year

Recording Secretary:

- Creates meeting agendas
- Records the minutes of each meeting of the Jr./Sr. High Board
- Provides copies of these minutes to the 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 9<sup>th</sup> 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 9<sup>th</sup> 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 9<sup>th</sup> 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 Coordinator 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 9<sup>th</sup> 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 9<sup>th</sup> 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 8<sup>th</sup> grader, but a 7<sup>th</sup> grader may fill this position if no 8<sup>th</sup> graders can do so

NOTE: At the discretion of the Jr./Sr. High Coordinator, positions may be added or combined as needed.

NOTE: At the discretion of the Jr./Sr. High Coordinator, eighth-grade students may fill positions normally held by Sr. High students, excluding the positions of President and Vice-President, as needed.

## 6.6 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.

Jr./Sr. High activities and events should usually be chosen based on the financial and time constraints of home schooling families.

For Jr./Sr. High activities and events sponsored by the GCCHSA in which the Jr./Sr. High organizes and/or attends a concert or coffee house, the event should be distinctly Christian in business and 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.

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-mail reminders of Jr./Sr. High deadlines and activities must first be approved by the Jr./Sr. High Coordinator or another responsible adult involved with the activity. All e-mails shall be sent to the parents' and/or students' e-mail address as provided by the parent on the Jr./Sr. High Student Contract form. Events and reminders may also be posted on Facebook, in keeping with the GCCHSA Guidelines for Facebook (see Chapter 5).

## 6.7 Guidelines for Chaperones

Chaperones must be members or alumni 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.

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 Sections 6.9 and 6.10).

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

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

For overnight activities involving both males and females (regardless of whether the sleeping facilities include separate buildings for males and females or a single building in which separate sleeping facilities can be created), at least two male and two female chaperones shall be appointed for accountability and liability reasons. Exceptions must 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.

#### 6.8 “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 and/or 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.

#### 6.9 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 6.10).

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.

#### 6.10 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 given to the parent. The parent shall return a signed copy of the Incident Report to the Jr./Sr. High Coordinator, who shall report the incident to the General Board of Trustees. A copy of the Incident Report is appended.



## Chapter 7 - Guidelines for the Graduation Committee

**“Whatever you do, do all to the glory of God”.**

**1 Corinthians 10:31b**

### 7.1 General Guidelines for Graduation

In all aspects of conduct in planning each year’s graduation ceremony, the Graduation Committee should be centered in prayer and filled with God’s love and joy. Above all, every member should glorify God in all they say and do, being an example to their children in godly ways to present ideas and make decisions. In striving for unity within the Graduation Committee, and by using modesty in our approach and putting others above ourselves, we will glorify God.

#### Participation

In preparation for the Graduation Committee meetings, those who plan to participate should familiarize themselves with the following:

- ◆ GCCHSA By-laws \*
- ◆ GCCHSA Policies (specifically those pertaining to Graduation) \*
- ◆ GCCHSA Graduation Packet
  - ◇ GCCHSA Suggested Timeline and Agendas
  - ◇ GCCHSA Graduation Information Forms
  - ◇ GCCHSA Student Worksheet
  - ◇ GCCHSA Registration Form/Optional Fees Form

\* These items may not be amended except by the General Board of Trustees.

As stated in the By-Laws (Article IV.A. and IV.D.), those who plan to be on the Graduation Committee must be members in good standing of the GCCHSA in order to participate in activities such as GCCHSA Graduation Committee Meetings. To attend Graduation Committee meetings and/or activities, all GCCHSA new registrations and renewals must be current and dues must be paid. If a family has not joined the GCCHSA or renewed their membership before a specified activity begins, they shall not participate in that meeting and/or activity, even if they have previously registered for that meeting or event. Potential new members may attend one Graduation Committee meeting, but may not participate in discussions or voting. Thereafter, they must join the GCCHSA in order to continue to attend meetings.

#### Announcement of the First Meeting

The first Graduation Committee meeting shall be held each year in September, prior to the meeting of the General Board of Trustees. The announcement of this information shall be made by the General Board of Trustees, and shall be placed in the August and September newsletters by the Graduation Committee Coordinator.

### 7.2 Graduation Committee Defined

The Graduation Committee is comprised of all parents who are members in good standing of the GCCHSA who have an eighth-grade or twelfth-grade student who will be participating in that year’s graduation ceremony.

### 7.3 Graduation Coordinator

Each year, a Graduation Coordinator shall be appointed or reappointed by the General Board of Trustees, preferably from the members of the General Board of Trustees. The Graduation Coordinator must currently be a member of a local Bible-believing, church that agrees with the GCCHSA Statement of Faith. The Graduation Coordinator shall not have an eighth-grade or twelfth-grade student participating in the graduation ceremony for that year and shall not vote at the Graduation Committee meetings. The Graduation Coordinator shall be the liaison between the Graduation Committee and the General Board of Trustees. The Graduation Coordinator is responsible for planning and moderating the first Graduation Committee meeting. At that meeting, the Graduation Coordinator shall review the graduation policies and guidelines with the Graduation Committee to ensure that each member of the Committee understands and agrees with those policies, shall review guidelines for the use of *Roberts Rules of Order*, and shall explain all positions that need to be filled. The Graduation coordinator shall receive all nominations in writing, and shall oversee the voting for elected positions at the beginning of the second Graduation Committee meeting. The Graduation Coordinator shall continue to attend all Graduation Committee meetings as a neutral facilitator, working harmoniously with the Graduation Committee to help it accomplish its work openly and fairly. At the first meeting of the General Board of Trustees after each Graduation Committee meeting, the Graduation Coordinator shall present the minutes from that Graduation Committee meeting, shall present the Graduation Committee Treasurer's monthly report, and shall submit all announcements for approval of the General Board of Trustees and publication on the GCCHSA website.

The Graduation Coordinator shall encourage all members of the Graduation Committee to voice their ideas and shall not take sides or advocate any one point of view during a meeting. Additionally, the Graduation Coordinator shall seek to ensure that each meeting glorifies God, is conducted with love, and maintains a cohesive and comfortable atmosphere. The Graduation Coordinator shall work closely with the Graduation Committee Chair to ensure smooth operation and adherence to timelines set forth, and that all decisions are properly voted upon. If the Graduation Committee Chair is unable to attend a meeting, she/he shall provide the Graduation Coordinator with a meeting agenda, and the Graduation Coordinator shall moderate that particular meeting. If the Graduation Committee Chair, the Graduation Committee Secretary, or the Graduation Committee Treasurer becomes unable to fulfill their position, the Graduation Coordinator shall conduct elections to fill the vacated position.

The Graduation Coordinator shall continue as the liaison between the Graduation Committee and the General Board of Trustees for the entire year, and shall continue working with the Graduation Committee Chair beyond the graduation ceremony until all outstanding items are complete, such as the Graduation Account, and Yearbooks and DVDs are delivered. The Graduation Coordinator shall maintain the graduation notebook and shall build upon it yearly, adding copies of the minutes from each meeting as well as any other pertinent information. At the conclusion of the school year, the Graduation Coordinator shall pass the graduation notebook on to the next year's Graduation Coordinator or return it to the General Board of Trustees.

### 7.4 Elected Positions

The following positions shall be elected by the members of the Graduation Committee from the members of the Graduation Committee. Nominations must be made to the Graduation Coordinator in writing or by e-mail. Members may nominate themselves or any other member of the Committee with that person's permission. The Graduation Coordinator shall present all nominations to the Graduation Committee and shall oversee the voting process. All positions shall be elected at the beginning of the

second Graduation Committee meeting. No other business shall be conducted at the second meeting until the positions of Graduation Committee Chair and Graduation Committee Secretary are filled.

All elected positions must be filled by voting members of the GCCHSA who currently are members of a local Bible-believing, church that agrees with the GCCHSA Statement of Faith.

#### Graduation Committee Chair:

The Graduation Committee Chair is responsible for the smooth operation of the Graduation Committee. The Graduation Committee Chair shall moderate Graduation Committee meetings, ensuring that all decisions are made according to a majority vote, and that policies and deadlines are adhered to. The Graduation Committee Chair shall review graduation policies with each new member of the Graduation Committee to ensure that they understand and agree with those policies. The Graduation Committee Chair shall also answer phone calls and e-mails, and ensure that all correspondence, including e-mail and phone call notes, is entered into the minutes at the next meeting. The Graduation Committee Chair shall work closely with all other members of the Graduation Committee to ensure they adhere to the guidelines and timelines, and provide accurate and timely updates to the Graduation Committee during meetings and by e-mail between meetings. Above all, the Graduation Committee Chair shall strive to keep the Graduation Committee unified.

The Graduation Committee Chair shall work closely with the Graduation Coordinator (including copying the Graduation Coordinator on all e-mails and other correspondence). The Graduation Committee Chair shall continue working with the Graduation Coordinator beyond the graduation ceremony to ensure that all outstanding items are complete, such as the Graduation Account, and Yearbooks and DVDs are delivered.

#### Graduation Committee Secretary:

The Graduation Committee Secretary shall create meeting agendas and lists of items to be voted on at meetings of the Graduation Committee. These shall be e-mailed to the Graduation Committee one week prior to each scheduled meeting. The Graduation Committee Secretary shall take minutes at all meetings of the Graduation Committee. No later than one week after each meeting, minutes shall be e-mailed to the Graduation Committee Chair, to all members of the Graduation Committee, and to the Graduation Coordinator. Should the Graduation Committee Secretary be unable to attend a Graduation Committee meeting, an acting secretary shall be appointed by the Graduation Committee Chair or the Graduation Coordinator.

#### Graduation Committee Treasurer:

The Graduation Committee Treasurer is responsible for sending funds received by the Graduation Committee to the Treasurer of the General Board of Trustees. The Graduation Committee Treasurer shall also submit a final list of all graduates to the Treasurer of the General Board of Trustees by February 15<sup>th</sup>.

The bank shall continue to send all statements and communications to the Treasurer of the General Board of Trustees, who shall then send the Graduation Committee Treasurer a copy of the statement so that the Graduation Committee Treasurer can balance the Graduation Bank Account.

The Treasurer of the General Board of Trustees shall deposit funds within one week of receiving them. The Graduation Committee Treasurer shall submit all bills to the Treasurer of the General Board of Trustees for payment and reimbursement.

Guidelines for recording financial activities shall be given to the Graduation Committee Treasurer by the Treasurer of the General Board of Trustees, and must be adhered to. Each month, a financial report shall be prepared by the Graduation Committee Treasurer in the format provided by the Treasurer of the General Board of Trustees. This report shall be given to the Graduation Coordinator prior to each month's meeting of the General Board of Trustees. This same report shall be presented to the Graduation Committee at the next Graduation Committee meeting.

#### Eighth-Grade Coordinator:

The Eighth-Grade Coordinator represents the interests and needs of the families of eighth graders. The Eighth-Grade Coordinator attends the December Graduation Executive Meeting for the purpose of preparing a budget; organizes and schedules a spring meeting of eighth-grade families for the purpose of discussing and voting on issues relevant to eighth graders alone, i.e., dress code, PowerPoint vs. poster board collage, program contents, yearbook pages, etc.; reports the voting to the entire Graduation Committee; and corresponds with all eighth-grade families to answer graduation questions and to send reminders of deadlines and meetings. The Graduation Committee Chair and the Graduation Coordinator are to be copied on all correspondence. Since the eighth-grade parents are usually responsible for the decorating of the sanctuary, the Eighth-Grade Coordinator should also monitor the progress of the Decoration Coordinator (another eighth-grade parent) and offer assistance when and where needed.

### 7.5 Job Positions

#### Yearbook Coordinator:

The Yearbook Coordinator oversees the assembly of the GCCHSA Yearbook, obtaining potential ideas from the Graduation Committee and students. The Yearbook Coordinator should be willing to consider overseeing a Student Yearbook Committee if there is student interest. The Yearbook Coordinator shall research options and pricing from various vendors for presentation to the Graduation Committee at the January meeting. The Yearbook Coordinator shall secure a vendor, obtain a contract, and keep receipts for the Graduation Committee Treasurer. The Yearbook Coordinator shall ensure, with the help of the Graduation Coordinator, that all photos are appropriate and modest, and that only GCCHSA-sponsored activities, such as sports and field trips, are included in the Yearbook on separate pages. Students may, however, include outside activities, such as TCHSA Falcons team photos, home school play photos, etc., on their personal pages. The Yearbook Coordinator shall keep the Graduation Committee informed of items needed and deadlines for submission of those items. The Yearbook Coordinator shall provide monthly updates to the Graduation Committee and the Graduation Coordinator. The Yearbook Coordinator shall make provision for presentation of the layout to the Graduation Committee and allow for revisions. The Yearbook Coordinator shall present a final proof of the Yearbook to the General Board of Trustees for approval prior to the Yearbook being printed. The Yearbook should be published, the order received, and the Yearbooks delivered prior to or during the Graduation Rehearsal. The Yearbook Coordinator shall remain accountable to the General Board of Trustees until the Yearbook has been completed and delivered, providing e-mail updates to the members of the Graduation Committee.

#### Videography and Photography Coordinator:

The Videography and Photography Coordinator shall oversee the process of obtaining both a videographer and a photographer by obtaining suggestions from the Graduation Committee, researching various companies, and obtaining pricing and contract information. This information shall be presented at the October meeting. Once a videographer and a photographer are chosen, the Coordinator shall

secure contracts for their services by the November meeting. All details of this contact shall be reported to the Graduation Committee at the November meeting. One month, and again one week, prior to the graduation ceremony, the Coordinator shall contact the videographer and the photographer to review all details regarding date, time, and location of the graduation rehearsal and ceremony. At the rehearsal, the Coordinator shall work with the videographer and the photographer to ensure that they have everything they need to do their job properly. The Coordinator shall remain accountable to the Graduation Committee Chair until the DVDs and the photograph CDs have been delivered, providing e-mail updates to the members of the Graduation Committee. The target date for delivery of the DVDs and photograph CDs should be by July 31<sup>st</sup> of the same year.

#### Decorations Coordinator:

The Decorations Coordinator shall oversee the process of decorating the facility for the graduation ceremony, obtaining ideas and suggestions from the Graduation Committee, researching various suggestions, and obtaining pricing information. The Decorations Coordinator shall research the church's guidelines regarding decorations. The Decorations Coordinator shall present ideas and costs to the Graduation Committee at the March meeting. The Decorations Coordinator shall oversee all purchases, submit accurate receipts to the Graduation Committee Treasurer, and oversee decoration of the church prior to the graduation ceremony, adhering to the church's guidelines. Following the graduation ceremony, the Decorations Coordinator shall write a short synopsis of the decorations used for graduation, the materials and supplies needed, and the approximate cost, to be submitted with photos of the decorations to the Graduation Coordinator for inclusion in the Graduation Notebook.

#### 7.6 Guidelines for Meetings

**“Walk worthy of the calling with which you were called, with all lowliness and gentleness, with longsuffering, bearing with one another in love, endeavoring to keep the unity of the Spirit in the bond of peace.”**  
**Ephesians 4:1a-3**

All meetings should open and close with prayer.

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, etc.). The existence of a procedural model, as required by the By-Laws, shall 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. At the first Graduation Committee meeting, the Graduation Coordinator shall review guidelines on the use of *Roberts Rules of Order*.

All members of the Graduation Committee should be treated with respect and love. Any grievances shall be worked out privately among the aggrieved parties. If a solution cannot be found, the grievance shall be brought to the Graduation Committee Chair and the Graduation Coordinator, who shall attempt to find a solution. Should a resolution still not be found, the matter shall be brought to the General Board of Trustees. The Board's decision on the matter shall be final.

## 7.7 Guidelines for Procedures

**“Be kindly affectionate to one another with brotherly love, in honor giving preference to one another”.**  
**Romans 12:10**

The Graduation Committee shall vote to decide whether or not to allow participation of a potential graduate whose family joins the GCCHSA after the deadline for registration for graduation (after January 31).

As much as possible, ideas and issues should be discussed at one meeting and voted upon at the next meeting, giving the members of the Graduation Committee time to make an informed decision. Each meeting agenda (sent at least one week prior to the meeting) should list all items for which discussion and voting will be required during the upcoming meeting.

The Graduation Committee shall incorporate the official organizational colors of royal blue and white into the graduation ceremony (for caps and gowns, decorations, banners, etc.).

Yearbooks, programs, diplomas, etc. may also incorporate the official organizational colors as deemed appropriate.

All checks written by members of the Graduation Committee for money owed for graduation items, including registration, Yearbooks, and DVDs, shall be made payable to “*GCCHSA-Graduation*” and remitted to the Graduation Committee Treasurer. No checks shall be made payable to individuals. Checks for the balance due on the Yearbook shall be made payable to “*GCCHSA*” if submitted after June 30<sup>th</sup>.

Each year the Graduation Committee shall include in its budget the cost of purchasing one copy of the Yearbook and one copy of the DVD for the GCCHSA organizational records.

The Graduation Coordinator shall ensure that ten copies of the Graduation program are obtained and placed in the Graduation notebook.

## 7.8 Guidelines for Music

Music for all aspects of the graduation ceremony should reflect both the solemnity and joy of this special Christian graduation service. All music shall be distinctly Christian or instrumental, as instructed below.

- The twelfth-grade processional shall be the traditional *Pomp and Circumstance* by Sir Edward Elgar.
- Congregational songs should be hymns or praise and worship music.
- Instrumental music (for prelude, eighth-grade processional, special music, PowerPoint presentation, and/or recessional) should be classical, a selection traditional to graduations, hymns, or praise and worship music.
- Vocal music (for special music, PowerPoint presentation, and/or recessional) should be hymns, praise and worship music, or contemporary Christian vocal music. The lyrics to all vocal songs should be able to be heard and understood, and should not be drowned out by the accompaniment music. Lyrics should not contain any offensive material or imagery, and must be submitted for review **prior to the meeting in which the final selections will be voted on.**
- Original compositions may be considered if they meet all other guidelines for music.

Regardless of the specific musical selections suggested by the parents or graduates, **all** music must be approved by a majority of the Graduation Committee, and in no way should offend any member of the Committee by its words or association, especially by causing a member of the Committee to withdraw from the graduation ceremony. However, all parents should note, prior to joining the Graduation Committee, that music for the graduation ceremony may include the use of drums, guitars, etc.

## 7.9 Graduation Account

The Treasurer of the General Board of Trustees is responsible for the Graduation Account. The bank shall send all statements and communications to the Treasurer of the General Board of Trustees. The Treasurer of the General Board of Trustees 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 Treasurer of the General Board of Trustees.

A sum of at least \$100.00 shall be kept in the Graduation Account, as that is the minimum balance required by the bank. Every Graduation Committee should plan to break even, and must leave the minimum balance intact. In the event that there are excess funds after all graduation expenses are paid, then, at the discretion of the General Board of Trustees, the remaining balance can be left in the account, transferred to the insurance account, or refunded to the members of that year's Graduation Committee. The General Board of Trustees shall ensure that there is \$200.00 as a beginning balance each year in the Graduation Account.

## Chapter 8 - Guidelines for the Prayer Ministry

### 8.1 Purpose

The purpose of a GCCHSA Prayer Ministry is to actively encourage and promote prayer within the GCCHSA, so that God's love, guidance, and healing power would be released for the benefit of His people and to His glory. (Phil. 4:6 - "*Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God.*") Members of the GCCHSA are encouraged to ask for prayer and to pray for each other.

### 8.2 Guidelines for Procedures

All prayer requests shall be sent to the Prayer Ministry Coordinator. Members of the GCCHSA may send personal and family prayer requests at any time. Generally, only family members should send prayer requests so that information the family would rather keep private is not passed along. Members of the GCCHSA may send prayer requests for others **only** if specifically granted permission by that person to do so.

All prayer requests will be reviewed by the Prayer Ministry Coordinator and edited as necessary for brevity, confidentiality, priority, etc. Requests may be rejected if, in the judgment of the Prayer Ministry Coordinator, it crosses the line into gossip. (Psalm 141:3 - "*Set a guard, O Lord, over my mouth; keep watch over the door of my lips.*")

Prayer requests will be posted on the GCCHSA website for approximately one month unless otherwise requested. Submitting follow-up reports, praises, and answers to prayer would be greatly appreciated.

The Prayer Ministry Coordinator shall post all prayer requests on the GCCHSA website as they are received. At the discretion of the Prayer Ministry Coordinator, urgent requests shall be sent to all GCCHSA members via e-mail.

The Prayer Ministry Coordinator shall update and delete prayer requests on a monthly basis.

Prayer requests should be posted on the GCCHSA website in the following format:

<b><u>Date</u></b>	<b><u>Name</u></b>	<b><u>Prayer Request</u></b>	<b><u>Answer</u></b>
1/1	First Last	Hip Replacement Surgery on Monday	Waiting
2/1	First Last	Interview for a Job	Praise God - Got the Job

Prayer requests must remain confidential and should not be forwarded to those outside of the GCCHSA. In most instances, those submitting prayer requests can expect strict confidentiality. There may be times, however, when total confidentiality cannot be given. This would include disclosure of serious criminal activities. If something of this magnitude is disclosed, it must be discussed by the General Board of Trustees so that appropriate action can be taken.



When possible, members of the General Board of Trustees shall meet approximately one half hour prior to the monthly meeting of the General Board of Trustees to pray for the requests submitted to the GCCHSA. All members of the GCCHSA are invited to attend these monthly prayer meetings.

The importance of prayer is that God's people can faithfully intercede on behalf of others in need by lifting up to Jesus Christ specific requests, concerns, and emergency situations. (Acts 6:4 - *We will give ourselves continually to prayer.*) The Prayer Ministry is a spiritual alarm system that communicates and takes prayerful action on the needs of others. Remember, the commitment to pray for others is a sacred privilege and obligation.

## Chapter 9 - Guidelines for Administration

### 9.1 Guidelines for Procedures at Meetings of the General Board of Trustees

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 on the appropriate use of this model.

### 9.2 Guidelines for Attendance at Meetings of the General Board of Trustees

All persons nominated for positions on the General Board of Trustees 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 July meeting. All members of the General Board of Trustees shall attend at least ten (10) meetings per year (there are usually no meetings in August and December). If a member cannot attend a specific meeting, it is his/her responsibility to notify the Chair in advance of the meeting so the Chair can determine if a quorum for voting can still be met.

In the event that a member of the General Board of Trustees is unable to attend a regularly scheduled Open Meeting of the General Board of Trustees, due to extenuating circumstances as deemed appropriate by the General Board of Trustees, that member may participate in the meeting via tele/video conferencing. Tele/video conferencing shall not be used for regularly scheduled Closed Meetings or Executive Sessions, or for Special Meetings of the General Board of Trustees (see By-Laws, Article VI.B.).

### 9.3 Guidelines for Transfer of Information and Knowledge 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; the Graduation Notebook, including minutes of the meetings of the Graduation Committee; binders of By-Laws and Policies; binders of newsletters and pertinent e-mails; procedures for the Treasurer and New Member Secretary; copies of all registration forms, etc.

All outgoing members of the General Board of Trustees shall seek to properly instruct the incoming members of the General Board of Trustees in the policies and procedures of their position.

All incoming members of the General Board of Trustees shall be responsible for reading, understanding, and upholding the By-Laws and Policies of the GCCHSA. Any questions regarding the By-Laws and Policies or a specific position should be directed to the Chair of the GCCHSA.

#### 9.4 Guidelines for Transmission of Information to Members of the GCCHSA

All pertinent information and deadlines concerning the activities of the GCCHSA, including, but not limited to, Field Trips, Sports, Events, Graduation, Application Membership and Renewal, etc., shall be transmitted to the members of the GCCHSA via the GCCHSA website, e-mail, and/or newsletter, where applicable.

All pertinent information concerning the activities of the General Board of Trustees, including, but not limited to, Regularly Scheduled Meetings, Special Meetings, Open Positions, Nominations, Elections, etc., shall be transmitted to the members of the GCCHSA via the GCCHSA website, e-mail, and/or newsletter, where applicable.

All pertinent information regarding the election of new members of the General Board of Trustees shall be transmitted to the members of the GCCHSA via the GCCHSA website, e-mail, and or newsletter, where applicable. Communications regarding 1) election announcements, 2) open positions, 3) candidates, and/or 4) candidate statements shall be communicated to all voting members of the GCCHSA at least five days prior to the regularly scheduled meeting to elect new members of the General Board of Trustees.

#### 9.5 Guidelines for Application Review and Signatures

All applications, whether new or renewed, shall be reviewed by the Membership Coordinator, and require the signature of the Membership Coordinator 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 Membership Coordinator may obtain telephone or electronic approval from the two additional members of the General Board of Trustees, followed by written approval (signatures) of 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 prior to or in writing at the next regularly scheduled meeting of the General Board of Trustees.

#### 9.6 Guidelines for Membership Dues

Membership in the GCCHSA runs from July 1 through June 30 of each academic year.

Regular membership in the GCCHSA for each academic year is available beginning June 1 at a cost of \$35.00. Membership dues are collected to cover the operating expenses of the GCCHSA. The Membership application shall be available via the GCCHSA website.

Membership shall be renewed annually by July 31. Members who do not renew their membership by July 31 shall pay a late fee of \$10.00. From August 1 through June 30, the cost of renewal is \$45.00. 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.

If a member requests, in writing, to withdraw their membership, dues shall be refunded until July 31. Refunds requested after July 31 or refunds for any issue unrelated to resignation shall be at the discretion of the General Board of Trustees.

Fees are waived for members of the General Board of Trustees if all application materials are submitted by July 31.

Alumni members shall pay only \$5.00 for membership if all application materials are submitted by July 31.

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

## **REGISTRATION PAYMENT FOR THE 2014-2015 ACADEMIC YEAR**

Membership Fee:

<input checked="" type="checkbox"/> New Member	\$35.00
<input checked="" type="checkbox"/> Renewing Member	\$35.00
<input checked="" type="checkbox"/> General Board Member	\$0.00
<input checked="" type="checkbox"/> Alumni Member	\$5.00
<input type="checkbox"/> Late Fee (renewing members only):	\$10.00

### 9.7 Guidelines for Non-Voting Membership Classifications (see the GCCHSA By-Laws, Article IV [Membership in the GCCHSA], Section B [Classifications of Membership])

#### 1. Alumni Parents:

- Must be a previous member of the GCCHSA whose child(ren) graduated while said child(ren)'s parents were members of the GCCHSA
- Must abide by the By-Laws and Policies governing the GCCHSA
- Must submit a completed Application Form, which is then subject to review and formal approval by the General Board of Trustees
- Must personally attest to the GCCHSA Statement of Faith
- Must be a member of a local Bible-believing church that agrees with the GCCHSA Statement of Faith. All others shall provide a full, written testimony of salvation to the General Board of Trustees, explaining how they personally accepted Jesus Christ as their Lord and Savior and became a born-again Christian
- Must pay and remain current with annual alumni dues

#### 2. Alumni Students:

- Must have graduated from the GCCHSA while said alumni student's parents were members of the GCCHSA

- Must join the GCCHSA for the sole purpose of helping to serve as a student chaperone, worker, or other helper, not for the purpose of attending GCCHSA activities or events or activities of the Jr./Sr. High
- Must abide by the By-Laws and Policies governing the GCCHSA
- Must submit a completed Application Form, which is then subject to review and formal approval by the General Board of Trustees
- Must personally attest to the GCCHSA Statement of Faith
- Must provide a written testimony of salvation to the General Board of Trustees, even if the alumni student is a member of a local church that agrees with the GCHHSA Statement of Faith, explaining how they personally accepted Jesus Christ as their Lord and Savior and became a born-again Christian
- Must pay and remain current with annual alumni dues, unless said alumni student's parents are also members of the GCCHSA

#### 9.8 Guidelines for the GCCHSA Bank Account

The Treasurer of the General Board of Trustees is responsible for the GCCHSA Bank Account. Both the Treasurer and the Vice-Chair of the General Board of Trustees shall be signers on the account. The bank shall send all statements and communications to the Treasurer of the General Board of Trustees.

Sufficient funds shall be kept in the Bank Account to avoid service charges.

#### 9.9 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.

#### 9.10 Photo Policy

The GCCHSA reserves the right to use photographs, videos, etc., taken at any event or program sponsored or presented by the GCCHSA without the express written consent of those included in the photograph or video. No personal information or identifying characteristics of students or members will be published in print or on public spaces online by the GCCHSA, and no photos taken in private places will be used. Any photos or videos taken will be used for the purpose of illustrating, advertising, and/or promoting the GCCHSA and the activities associated with the GCCHSA. Every effort will be made to ensure that only non-intrusive and noninvasive photos are used by the GCCHSA.

