



# **HEART Guidelines**

**2024-2025**

# HEART Guidelines for Events

- A leader in charge of any HEART event must sign the HEART Leadership Statement agreeing with all of the HEART Bylaws, including Article IV: Doctrinal Statement, to fulfill the purpose and goals of this organization.
- Only sign up for an event if you are committed to attending. Arrangements are made according to signups. Payment is due upon signup on the HEART website via PayPal or via Zelle. If an emergency does arise, please notify the Coordinator as soon as possible.
- HEART events are designed to enrich home education and are for the benefit of your homeschooled children.
- As a parent, you must always know where your children are and what they are doing. Your children need to be with you (or the person you have designated to monitor them) throughout the event. Children are to be respectful, kind, and courteous to authority and to each other.
- Pick up after yourself. Place all trash in a trash receptacle. Please leave the host facility in better condition than you found it.
- In order to comply with the host and be a good witness, please abide by any restrictions or requests made. Those not abiding by these restrictions may be asked to leave, and may be prohibited from attending other events. Send thank you cards or emails to those hosting the event. For some of our events, we may represent the first exposure to the Lord and/or homeschooling. It is very important to be on our best behavior, to set a good example, and to do all things as unto the Lord.
- All attire must be modest and in good taste for all attendees. All clothing should respect the host restrictions and requests while being appropriate for the activity. Activity specific clothing requirements can be found on the website.
- There will be absolutely NO dating or public displays of affection allowed. If parents allow their children to have boyfriend/girlfriend relationships, those relationships should be shared elsewhere. If students engage in inappropriate behavior, they will be asked to stop, or to leave the event if the behavior continues.
- Everyone is expected to act with integrity, honesty, and respect. Older students should embrace the privilege and responsibility of being role models to the younger students. So whether you eat or drink or whatever you do, do it all to the glory of God. 1 Corinthians 10:31



# HEART Guidelines for Forum Posting

The HEART forums are moderated by the HEART Board. The goal of moderating is to ensure respect among members and to limit the number of posts/emails so members can stay better informed of pertinent information that applies to the larger group.

- Event posts should include all pertinent information (who, what, when, where, time, etc)
- Clearly state your subject line in order to reach your specified audience.
- Non-homeschool topics are allowed as long as they apply to all of HEART's families.
- Direct your response to the appropriate audience. Repost to the thread only if it pertains to the whole group. Otherwise, click the 'reply' button to put you in direct contact with the person who sent the post. This will save our moderators time by not having to moderate more emails/posts; it will also keep member inboxes from being flooded with forum emails; and your response goes directly to the person who needs to see it.
- Please check the HEART calendar for conflicts before submitting information to the forum. You can also contact the Coordinator for the age group you are targeting to see if there are some dates that work better than others for your event.
- No pictures of HEART only events, member contact information, or event locations should be posted on social media. ANY use of HEART's name and/or logo online requires Board approval.
- Do not use all caps as it can be considered as yelling.
- Remember that the HEART Board and Coordinators are all volunteers.
- Let the Bible be your guide, "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Ephesians 4:29



# HEART Guidelines for Social Media

The focus of the HEART social media platforms is intended to inform, support, and encourage. HEART Social Media is for the use of HEART Board members, Coordinators, and other chosen representatives to distribute information to the homeschool community. All posts are monitored and should be aligned with the focus of this group.

- Posts should be respectful, kind, encouraging, and informative. Language that is disrespectful, discriminatory, or demeaning of others will not be tolerated. Posts that do not adhere to these Guidelines will be removed
- Self-promotion of products and services is not permitted on HEART social media platforms.
- No posting on behalf of others.
- Avoid sharing comments or images that will compromise the privacy of our group and our families. All specific information about time and location should only be posted on the HEART forum and calendar.
- No pictures of HEART only events, member contact information, or event locations should be posted on social media. ANY use of HEART's name and/or logo online requires Board approval.



# HEART Guidelines for Calendar and Event Signups

Any event added to the HEART calendar should be HEART specific, meaning that it is an event for HEART members only. The forums can be used to inform members of HEART events which are located on the calendar, as well as events that are not HEART specific.

Consult with the Coordinator when planning an event for insight and suggestions to make your event progress smoothly.

To sign up for an event, the steps are as follows:

- The first popup window is where you enter your (the parent's) information so that the Coordinator knows which family (or family member) initiated the signup for the event. Complete the requested information and click the 'Continue' button.
- The second screen is where you will actually sign up your children by name. If you as the adult are not to be included in the signup, you will delete your name from the number one position and fill in your child's name (adding the names of other children as needed) Click the 'Continue' button.
- The third screen is where you will see all of your signup information: your information as the one who completed the signup, and the names of the children you signed up to attend the event. Click the 'Finish' button. If payment is required for the activity, a PayPal screen will pop-up in order for you to complete payment (please check the settings on your device). You will receive an automated email confirmation for your event signup.
- The PayPal screen is where you must submit payment through PayPal for events which have a fee or cost involved. The PayPal link should be on the right side of the screen after step three has been completed. Payment may also be made via Zelle by sending your payment directly to [heart.billing@gmail.com](mailto:heart.billing@gmail.com). Failure to complete payment upon signup will result in cancellation and removal from the event signup.



# HEART Guidelines for Financial Information

- An annual budget is presented that only reflects the forecasted income and budgeted expenses of HEART membership dues and funds.
- Payments for HEART planned and member coordinated signup events are collected at the time of signup. All payments must be completed via PayPal or Zelle. Checks and cash are not acceptable forms of payment and can only be considered under extreme circumstances with approval from the Coordinator and Treasurer. Event fees are the same regardless of paying via PayPal or Zelle.
- If payment is not completed at the time of signup, the member will be notified via email that their current signup is being removed from the calendar, and the member will need to sign up again and complete the payment. The signup will not be “held” on the calendar and any unpaid spots will be made available.
- A member may cancel signup and be given a full refund up until the time the signups are closed. It is the member’s responsibility to contact the Treasurer to request a refund. Once signups are closed, the member will need to contact the Coordinator of the event. Depending on the event and if payment has already been processed, it will be the responsibility of the member to try and seek repayment from another member who can attend in their spot if a refund from HEART cannot be processed.
- All non-membership fund expenditures are capped at their cash received amounts. If there is an overage of monies collected for a specific event, it will be retained by the HEART segment sponsoring the event (i.e., Little Hearts, HEART Elementary) until the end of the fiscal year. Overages may be used if needed for another event when approved by the Coordinator and the Treasurer. Overages will not carry over to the next fiscal year but will be added to the general fund.
- Proper documentation is needed, where applicable, for the release of money for a member coordinated event. If an invoice, contract, or statement from a business needed for the trip is not available, the Treasurer will rely on information from the calendar and PayPal to determine the amount of funds released. The payment can only be made payable to a business unless payment is made in advance and a receipt is provided. In addition, if an invoice, contract, or statement cannot be provided in advance, the member coordinating the event must obtain one or a receipt for payment. This must be presented to the Treasurer after the event for payment.



# HEART Guidelines for Senior Graduation

**Parent Certification:** HEART does not validate or accredit any senior's diploma. This is the responsibility of the parent(s). Currently in Texas, homeschooled students are legally considered private school students. There is no statutory definition of a "homeschool," or "home-schooled student." Establishing a legal definition for these programs opens the door to government regulation. Texas State Law Requirements Regarding Homeschooling are as follows:

- The instruction must be bona fide (not a sham)
- The curriculum must be a visual form (books, workbooks, video monitor)
- The curriculum must include the five basic subjects: reading, spelling, grammar, mathematics, and good citizenship.

## **Guidelines**

- Any disputes will be resolved at the sole discretion of the HEART Board.
- Parents must have homeschooled the potential graduate during his/her junior year and current senior year.
- Parents and students must abide by the HEART Guidelines for Events to participate in HEART's graduation.
- There will be no maximum number of graduates.
- Signups will open online on the HEART website. Specific closing dates will be listed on the HEART website but are generally towards the end of October. The first graduation meeting is typically held in the beginning of November. Any signup request made after the closing date but before the first graduation meeting will be subject to HEART Board approval and a possible late fee being assessed.
- The total fee for graduation will be due at the time of signup via PayPal or Zelle. This fee will be determined by the Executive Graduation Committee and will be based upon the previous budget and current prices.
- Participating graduate families may cancel their involvement in graduation up to 24 hours after the first graduation meeting in November and a full refund will be provided. After this 24-hour period, no refunds will be given to families who later decide not to move forward with graduation without HEART Board approval.

**Please see HEART website for all specific dates, requirements, and expectations.**



# HEART Guidelines for Board Members

## **President:**

The President, or a Board Member designated by the President, shall preside at all meetings of the Board and membership. The President shall exercise parliamentary control in accordance with Robert's Rules of Order. The President, as a servant leader, shall focus the majority of the membership's attention on carrying out the HEART Bylaws and solicit leadership and other members to function likewise. The President shall approve or sign on behalf of HEART, upon approval from the membership, any facility forms or contracts.

The President's involvement may include, but is not limited to, the following activities:

- Work with the other Board Members to decide topics/speakers for meetings.
- Oversee and moderate HEART calendar to ensure events are in compliance with HEART Bylaws and Guidelines.
- Help activity Coordinators enlist Coordinators for regularly scheduled events and activities.
- Arrange for set up/take down for meetings and events as well as lock up facilities.
- Oversee expenditures in conjunction with the Treasurer to ensure that the financial policies are in compliance with HEART Bylaws.
- MC the kindergarten graduation.
- Share info about homeschooling with new and existing homeschooling families.





# HEART Guidelines for Board Members (continued)

## **Vice President:**

The Vice President, as a servant leader, shall be the membership liaison and oversee special committees when formed. The Vice President is responsible for membership and for approving all new members. Upon the death, absence, removal, or resignation of the President, or in the event of his/her inability to act, the Vice President shall assume the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions on the President until a new President has been duly elected.

The Vice President's involvement may include, but is not limited to, the following activities:

### **Membership Duties**

- Check HEART email daily (memberships, requests for information).
- Respond to information requests as needed (email or phone calls).
- Approve and process member renewals.
- Liaise with Treasurer periodically regarding dues and payments.

### **Special Committee Duties**

- Be a member of short-term committees as they are needed.
- Liaise with Board Members as issues arise.
- Keep Board and membership informed of progress.
- Carry out specific tasks related to work of committee.



# HEART Guidelines for Board Members (continued)

## **Treasurer:**

The Treasurer, as a servant leader, shall have charge and custody of and is responsible for all funds and securities of HEART.

The Treasurer's involvement may include, but is not limited to, the following activities:

- Be knowledgeable of HEART Bylaws and Guidelines.
- Reconcile bank statements and PayPal accounts within one week of receipt.
- Maintain and transfer funds in PayPal account as needed.
- Have knowledge of and use accounting software for record keeping and reporting.
- Deposit checks within one week of receipt.
- Keep records of all deposits and disbursements while maintaining appropriate documentation for each transaction.
- Mark members paid for calendar events in a timely manner. Follow up with those who have not paid for events at the time of signup as per HEART Guidelines.
- Complete payments for field trips or events where money is collected via HEART account and maintain receipts for those items.
- Prepare and distribute timely and reliable financial information to be published on the website and present at HEART meetings.
- Determine HEART annual dues for the next fiscal year in January of the current year.
- Prepare an annual budget by April 1<sup>st</sup> for the next fiscal year. Present the budget to the Board at the April Board meeting and then present to the members at the May HEART meeting for approval.
- Prepare and file all necessary tax documents.



# HEART Guidelines for Board Members (continued)

## **Secretary:**

The Secretary, as a servant leader, is responsible for maintaining all permanent records and reports of the organization. The Secretary is responsible for reviewing and updating documents as necessary.

The Secretary's involvement may include, but is not limited to, the following activities:

- Ensure accurate minutes of meetings are taken and approved. Submit meeting minutes to the ITO for posting on the HEART website within one week of the meeting.
- Maintain, update, and make accessible HEART's organizational and permanent records including the HEART handbook.
- Review and update documents as necessary and ensure all documents are safely stored electronically and/or in permanent binders.
- Distribute ballots, tally and record all votes, create a proxy form which can be printed and given to any member for elections and other issues.
- Coordinate with the HEART President to prepare meeting agendas.
- Function as a second signer for checks.
- Provide sign-in sheets for each member meeting.



# HEART Guidelines for Board Members (continued)

## **Information Technology Officer (ITO):**

The ITO, as a servant leader, is responsible for the maintenance of the HEART website. The ITO will provide technical support and assistance to members.

The ITO's involvement may include, but is not limited to, the following activities:

- At least quarterly, regularly review and oversee website layout and functionality, performing updates as needed.
- Email and post communications to the entire HEART membership with important updates, notifications, and announcements.
- Create and upload monthly banner listing activities and banners with special announcements.
- Support and assist members in proper website etiquette.
- Inform the Board of any membership issues or internal needs/issues.
- Online voting (sending, receiving, confirming, and reporting of all membership voting as needed)
- Setup auto confirmation to all incoming emails.
- Forward member emails to appropriate Board Member or Coordinator for response.
- Collaborate with the Secretary on special communications for meetings and notifications.



# HEART Guidelines for Coordinators

## HEART Coordinators:

### Family, Little HEARTs, Elementary, Middle / High School

A leader in charge of any HEART event must sign the HEART Leadership Statement agreeing with all of the HEART Bylaws, including Article IV: Doctrinal Statement, to fulfill the purpose and goals of this organization. The HEART Coordinators, as servant leaders, shall organize and oversee activities for HEART student members as follows:

- Ensure HEART Guidelines are followed at events.
- Coordinate events for student members and obtain venues for events.
- Work with the HEART Board to coordinate special yearly recurring events.
- Add and update events on the HEART website calendar, oversee signups, and notify members of new events and activities when posted.
- Assist members in adding and updating events on the HEART website calendar.
- Correspond with members and address their questions.
- Coordinate all payments with the Treasurer and make sure that payments are received prior to the event.
- Attend monthly HEART membership meetings and HEART Board/Coordinator meetings.
- While it is not necessary to attend every event, it is the responsibility of the HEART age group Coordinator to work with individual event volunteers to ensure all necessary preparations are complete.

