

## 2018-2019 NHE Service Task List

### **President Board Member- Sarah Margheim**

<b>Northland Liaison</b>	Handles all issues between NHE and the facility, checks regularly with the facility to make sure NHE is caring for the facility adequately.	Bethany D
<b>Seminole Community Church</b>	Handles all issues between NHE and the facility, checks regularly with the facility to make sure NHE is caring for the facility adequately.	Mandy O
<b>Seminole Community Church Cleaning</b>	3 months of cleaning at SCC Church- The months of August-June  <b><i>Mandy and Cindy F- Coordinator</i></b>	1. Lisa South 2. Viviane H 3. Dawn S 4. Sondra B 5. Mark B 6. Katie E during summer 7. Leisa F
<b>State News Liaison</b>	Contact person with HEF and HSLDA. Forwards any important information on home schooling to the members of NHE. Periodically coordinates a forum where NHE and other homeschool groups may learn about these groups and how they benefit homeschooling as a whole.	Cheryl B
<b>Treasurer</b>	Oversees Treasurer	President

### **Treasurer- Alicia Billingsley**

<b>Box Tops Coordinator</b>	Collects, counts, and mails in all box tops twice a year.	Lauren M
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### Secretary- Melanie Williams

<b>Website Coordinator</b>	Coordinates all aspects of the NHE website	Lucee P
<b>Social Media Facebook Coordinator</b>	Monitor the conversations as needed, accept new members into the group that are NHE members, post information as needed for the group	Sarah M Lucee P
<b>Social Media Instagram Coordinator <span style="color: red;">NEW</span></b>	Works with NHE Board to post regular homeschool and/or NHE <b>public</b> information tips	1. Lucee P 2. Melissa L
<b>501c3 State Incorporation</b>	File the annual paperwork for the Articles of Confederation and the IRS. File the necessary paperwork every 5 years with the state of Florida to continue to tax-exempt status as a 501c3	Sarah M.

### Vice President Board Member- Lucee Price

<b>Service Task Coordinator makes sure each member is assigned a NHE service task. This is separate and in addition to tasks for members that are part of Excel/Discovery co-op.</b>	Enter all information on the service task sheet on the website. Keep track of what is done and who does/doesn't do their task. Communicates to VP. *NHE member for 2 years	Lucee P
<b>Membership Coordinator</b>	Accepts all membership forms. Coordinates info. for website with coordinator. Distributes any checks to treasurer. Send payments to FPEA when needed.	Mandy O

### Monthly Meetings Board Member- Sheila Sepulveda

<b><span style="color: red;">NEW</span> Setup and teardown of Enrichment meetings held at Northland 4th Thursdays September, January, March, April ONLY</b>	Arrive at 6:30 to set up the building, then stay after until 9:15pm and help with cleanup. <b>Must commit to do all 4 meetings.</b>	1. Erin P- Jan/April 2. <b>NEEDED</b> 3. <b>NEEDED</b>
<b><span style="color: red;">NEW</span> Enrichment group facilitators</b>	Mentor Moms overseen by the NHE Board to offer topics or to provide the host home for small group enrichment potluck gatherings. Host mom (speaker)	<b><u>Host home/assistant</u></b> 1. Dec. 1- Cheryl B 2. Sheila S/Lucee P- Bunko 3. Nov. 24- Michelle B. 4. Lori B

## Member Services Board Member- Melissa Lewis

<p><b>Meal Ministry</b></p>	<p>Coordinates and recruits people to deliver meals to families within NHE with a new baby, major illness, death in the family, etc.</p>	<p>Heather M</p>
<p><b>Field Trip Website Input</b></p>	<p>Review, approve then set trips up on the website calendar.</p>	<p>Bonnie W</p>
<p><b>Field Trips Facilitators</b> submit online form for approval of each trip</p>	<p>Coordinates a minimum of 3 field trips for the year. Include trips that provide opportunities for home school students and their families to serve in the community, and middle/High school only events.</p>	<p>1. Alicia B 2. Maureen R 3. Sarah M 4. Amber W 5. 6.</p>
<p><b>Yearbook</b></p>	<p>Coordinates aspects of putting together the NHE yearbook. Yearbook page creators and photographers. Coordinator must be approved by NHE Board.</p>	<p>Coordinator 1. Beth P Assistants 1. Melissa L 2. Katie E</p>
<p><b>Snack Table Coordinator</b></p>	<p>Coordinates the sale of drinks and donated snacks during Excel/Discovery weeks to go towards NHE yearbook fund.</p>	<p>Ashlee S</p>
<p><b>Middle/High School Prep Liaison</b></p>	<p>Provides information regarding local events that promote homeschooling through high school.</p>	<p>Cheryl B</p>
<p><b>Care Card Coordinator</b>  Cards and stamps provided. This service task would require that you monitor the prayer and meals ministry email loops to stay connected to needs.</p>	<p>Send a card from the NHE board and any other NHE member signature you would like to get, to members who have experience a birth, serious illness, or a death within the immediate family (children, parents, siblings).</p>	<p><b>NEEDED</b></p>
<p><b>Park Day/Fitness Day Coordinators</b>  Kids can play while moms can chat and/or plan a fitness day where moms &amp; kids can enjoy walking, running, or biking together.</p>	<p>Schedule at least 3 park days where families can gather together for outdoor fun.</p>	<p>1. Laura W 2. Indi J. 3. Sarah A</p>

## Special Events Board Member- Nancy Nelson

<p><b>Skate Nights- Open to the Public</b></p>		<p>1. August 23- Kim A. 2. January 21- Nancy N.</p>
<p><b>“You Can Celebrate High School” Workshop- January 5 Open to the Public</b></p>		<p>1. Cheryl B.- Facilitator/speaker Two assistants needed for that evening</p> <p>1. <b>NEEDED</b> 2. <b>NEEDED</b></p>
<p><b>Mom’s Christmas Social December 2 Coordinates food sign ups using perfectpotluck.com Coordinates info for website with website coor. Gets info for budget.</b></p>	<p>Work together to plan a social at a member’s home or one of our host churches if space is available for the moms of NHE. Send info to NHE, provide paper products (reimbursable).</p>	<p>1. Kim A 2. Mandy O 3. Cherri S.</p>
<p><b>Christmas Bazaar Coordinator (choose the date that works for you then coordinate with Special Events Coordinator to get the location scheduled)</b></p>	<p>Coordinate an event where children will have the opportunity to make and sell their own Christmas crafts or desserts. They can set up their own tables and collect money from shoppers. Even can include family potluck before the sale and gift wrap station.</p>	<p>Kim A Tatiana C</p>
<p><b>Christmas Bazaar Helper</b></p>	<p>Helps the coordinator to create a craft bazaar (2 people)</p>	<p>1. Christine L 2. Rosa I</p>
<p><b>Books and Beyond (February 22-23) *must be available Friday 6 hours OR Saturday 8 hours PLEASE MAKE SURE YOU ARE DEFINITELY AVAILABLE</b></p>	<p>Books and Beyond Coordinators</p> <ol style="list-style-type: none"> <li>1. Cheryl B</li> <li>2. Lucee P</li> <li>3. Beth G</li> <li>4. Sarah M</li> <li>5. Heather S</li> <li>6. Michelle B.</li> <li>7. Heather Cline</li> </ol>	<p>6 or so hours- only choose one day</p> <p>Friday</p> <ol style="list-style-type: none"> <li>1. Nina E</li> <li>2. Sarah A</li> <li>3. Debby B</li> </ol> <p>Saturday</p> <ol style="list-style-type: none"> <li>4. Renee H</li> <li>5. Cindy Q</li> <li>6. Debby B.</li> </ol>

<p><b>NHE curriculum sale- June 8</b></p> <p><b>Organize and promote annual used curriculum sale.</b></p>	<p>Coordinates set up of website calendar for event, collects seller fee (paid directly via check after sale to hosting church) set up and tear down of tables</p>	<p>1. Lori B 2. Ketti H.</p>
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<p><b>Recognition/Grad Night Coordinator (June)</b> Works with website coordinator to make sure all pertinent sign up and other info. is on website. Sends regular email reminders. Coordinates specific location needs with facility representative. *must be in NHE more than 1 year</p>	<p>Coordinates event where children can come to have fun and be recognized with certificates for all of their hard work this past year. May also include a graduation celebration for seniors. Coordinates helpers for event. Gets info. on budget and location and communicates that to helpers.</p>	<p>Cindy F Sarah M</p>
<p><b>Recognition/Grad Night Helper/Food</b></p> <p>Assists Coordinator on day of event with set up and clean up.</p>	<p>Coordinates food sign ups by using perfectpotluck.com as well as during the event. Makes sure paper products are where they need to be the day of the event.</p>	<p>Glenda S</p>
<p><b>Recognition/Grad Night Helper/Program June 1</b></p>	<p>Assist coordinator in creating and providing enough copies of the program, certificates, and comment cards. Fills in student name and signs certificates</p>	<p>Hannah F</p>
<p><b>Recognition/Grad Night Meal Helper June 1</b></p>	<p>Works with food helper lead to prepare food to be set out for the meal and monitor the food tables during the meal.</p>	<p>1. Amie H 2. Beth G</p>
<p><b>Recognition/Grad Night Helpers June 1</b></p>	<p>Assist Coordinator on day of event with set up and clean up- 3 needed</p>	<p>1. Martina D 2. Robin V 3. Alicia B</p>

<p><b>Graduation Coordinators June 1</b></p> <p><b>*must have a student that is graduating this year</b></p>	<p>Responsible for organizing graduation program and presentation with other parents of seniors</p> <p><b>MUST INCLUDE AT LEAST ¾ OF THE MOMS OR DADS OF GRADUATING SENIORS.</b></p>	<p>Cindy F Sarah M</p>
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**Co-op Liaison Board Member- Cindy Floyd**

<p><b>Discovery/Excel Co-op Director</b></p>	<p>Responsible for administration of all aspects of co-op</p>	<p>Cindy Floyd</p>
<p><b>Discovery/Excel Co-op Team</b></p>	<p>Helps to facilitate the effective running of co-op</p>	<p>Mandy Ohmstede Beth Pearson Dawn Stockton Lisa Saphirstein</p>