2026-2027 NHE Service Task List

President Board Member- Jaci Scheidemantle

State News Liaison	Contact person with HEF and HSLDA. Forwards any important information on homeschooling to the members of NHE.	Cheryl B
Treasurer	Oversees Treasurer	Daniela P.
Middle/High School Prep Liaison	Provides information regarding local events that promote homeschooling through high school.	Cheryl B

Vice President Board Member- Melissa Lewis

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.	Enters 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 the VP. *NHE member for 2 years	Carli B.
Membership Coordinator	Accepts all membership forms. Coordinates info for the website with the coordinator. Distributes any checks to the treasurer. Must be approved by NHE Board.	Sarah M.
Co-op Director	Manages the co-op along with the leadership team	Valentina M.

Treasurer- Daniela Preradovic

Co-op Treasurer	Coordinates finances for Co-op, sends reports to NHE Treasurer as requested	Jaclyn O.

Secretary- Alicia Billingsley

Website Coordinator	Coordinates all aspects of the NHE website	

Social Media Facebook Coordinator	Monitors the conversations as needed, accepts new members into the group that are NHE members, post information as needed for the group	Sarah M
501c3 State Incorporation	Files the annual paperwork for the Articles of Confederation and the IRS. Files the necessary paperwork every 5 years with the state of Florida to continue to tax-exempt status as a 501c3.	Sarah M.
Yearbook Coordinator	Coordinates aspects of putting together the NHE yearbook. Manages the yearbook page creators and photographers. Coordinator must be approved by NHE Board.	Coordinator 1. Melissa L Assistants 1. Lauren A. 2. Valentina M. 3. Lauren M. 4. Samantha M.
Meal Ministry	Coordinates and recruits people to deliver meals to families within NHE with a new baby, major illness, death in the family, etc.	1. Hope S.
Care Card Coordinator **Cards and stamps provided. This service task would require that you monitor the prayer and meals ministry email loops to stay connected to needs.**	Sends a card from the NHE board and any other NHE member signature you would like to get, to members who have experienced a birth, serious illness, or a death within the immediate family (children, parents, siblings).	1.

Member Services Board Member- Lauren Allen

Outings Website Input	Reviews, approves and sets trips up on the website calendar.	Nina Elshoff
Student Outing Facilitators Submit online form for approval of each activity or field trip to be added to the calendar	Coordinates 2 outings a school year. One in Fall and one in Spring. These outings are park days, field trips, hangouts, or any other type of student activity.	1. Veronica V. 2. Ljubica C. 3. Amanda D. 4. Stephanie S. 5. Airyonna P. 6. 7. 8.

Parent Outing Facilitator Submit online form for approval of each activity or field trip to be added to the calendar	Coordinates activities for parents. Can include moms night out, craft nights, or any other activities for parents only. Some will be planned by NHE Board.	1. Adrijana M. 2. Sally M. 3. Sheila S. 4. 5. 6.

Special Events Board Member- Lauren Allen

High School Workshop **Open to the Public**	Coordinates any coffee/refreshments and materials needed for the workshop, communicates with location contact and speaker, and oversees the setup and take down. Helpers set up and take down tables and food.	Facilitator/speaker Cheryl B.- Coordinator 1. Michelle B Helpers 1. 2.
Mom's Christmas Social **December**	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). **Coordinates food sign ups using perfectpotluck.com Coordinates info for website with website coordinator. Get info for the budget.**	Coordinator Jaci S. Helpers 1. Valentina M. 2. Renee H. 3. Ana D.
Christmas Bazaar **Location: Palate Coffee in Sanford**	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. Promotional helpers will market the event through facebook posts and emails to members. They will also work with Facebook admin to share the event with the public through the NHE FB page. Generate publicity and excitement for the event.	Coordinator Sheree W. Promotion 1. Diana L 2. Heather C.

End-of-semester party Clean-up crew.	Cleans up the kitchen and food tables at the end of the party. Crew will also clean the bathrooms and take out the trash. Checks with the co-op team leader for final tasks. **You do not need to be part of co-op to do this task.**	Fall: November 16th 1. Claudia V. 2. Valerie K. 3. 4. Spring: April 19th 1. 2. 3. 4.
Recognition/ Grad Night Coordinator (First Saturday in June)	This event is to recognize all the hard work of the students with a certificate presentation. Also a graduation ceremony for the seniors. Coordinator responsible for securing location, budget, organizing helpers and task, contact with senior moms, ***must be in NHE more than 1 year** Helpers will set up the event, manage food tables, take down, and clean up afterwards.	Coordinators 1. Melissa Lewis 2. Alicia B. **Helpers** 1. Samantha B. 2. Heather M. 3. Mercedes F. 4. .Jordan E.