

2024-2025 NHE Service Task List

President Board Member- Melissa Lewis

Northland Liaison	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
Seminole Community Church	Handles all issues between NHE and the facility, checks regularly with the facility to make sure NHE is caring for the facility adequately.	Cindy F
State News Liaison	Contact person with HEF and HSLDA. Forwarded any important information on homeschooling to the members of NHE.	Cheryl B
Treasurer	Oversees Treasurer	President

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.	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 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.

Treasurer- Daniela Preradovic

Co-op Treasurer	Coordinates finances for Co-op, sends reports to NHE Treasurer as requested	Indiana J
Curriculum Fundraiser Coordinators	Works with the treasurer to sign up with CFHE used curriculum sale in May. Collect donated curriculum from members at the April NHE meeting. Works with others to tag/price the books in a one-day session and drop them off at the sale. All unsold books will be donated to the free room after the sale.	<u>Coordinators</u> <ol style="list-style-type: none"> 1. Sarah A. 2. <u>Pricers</u> <ol style="list-style-type: none"> 1. Veronica V. 2. Erica H. 3. 4. 5.

Secretary- Valentina Mordkovich

Website Coordinator	Coordinates all aspects of the NHE website	Jill Johnson
Social Media Facebook Coordinator	Monitor the conversations as needed, accept new members into the group that are NHE members, post information as needed for the group	Sarah M
501c3 State Incorporation	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.

Enrichment Meetings Board Member- Sheila Sepulveda

Setup and teardown of Enrichment meetings held at Northland 3rd Thursdays: Aug, Sept, Oct, Jan, Feb, March, Apr, May	Arrive at 6:30 to set up the building, then stay after until 9:00pm and help with cleanup. Must commit to do at least 3 meetings.	<ol style="list-style-type: none"> Adrijana M. Julie A.
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Member Services Board Member- Sarah Margheim

Meal Ministry	Coordinates and recruits people to deliver meals to families within NHE with a new baby, major illness, death in the family, etc.	Samantha P.
Outings Website Input	Review, approve then set trips up on the website calendar.	Nina Elshoff
Outing Facilitators Plans Field Trips/Parents Only Events 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 parents only events.	<ol style="list-style-type: none"> Daniela P. Gilma A. Sally Meldrum-Green Heather R.

<p>Yearbook Coordinator</p>	<p>Coordinates aspects of putting together the NHE yearbook. Yearbook page creators and photographers. Coordinator must be approved by NHE Board.</p>	<p><u>Coordinator</u> 1. Melissa L.</p> <p><u>Assistants</u> 1. Lauren A.</p>
<p>Middle/High School Prep Liaison</p>	<p>Provides information regarding local events that promote homeschooling through high school.</p>	<p>Cheryl B</p>
<p>Care Card Coordinator</p> <p>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 experienced a birth, serious illness, or a death within the immediate family (children, parents, siblings).</p>	<p>Tatiana C.</p>

Special Events Board Member- Sheree Whited

<p>Special Events Calendar Input</p>	<p>Works with Special Events Coordinator and specific event coordinators to get events on the website</p>	<p>1. Heather M.</p>
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<p>High School Workshop Open to the Public</p>	<p>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.</p>	<p><u>Facilitator/speaker</u> 1. Cheryl B.-</p> <p><u>Coordinator</u> 1. Michelle B.</p> <p><u>Helpers</u> 1. Jessica D. 2. Jessica M.</p>
<p>Mom's Christmas Social December Coordinates food sign ups using perfectpotluck.com Coordinates info for website with website coordinator. Get info for the budget.</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. Valentina M. 2. Jaclyn O.</p>

<p>Christmas Bazaar Coordinator (choose the date that works for you then coordinate with Special Events Coordinator to get the location scheduled)</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. May include family potluck before the sale and gift wrap station.</p>	<p>1. Alicia B.</p>
<p>Christmas Bazaar Helper</p>	<p>Helps the coordinator to create a craft fair.</p>	<p>1. Kristy H. 2. Stephanie C. 3.</p>
<p>NHE Semi-Formal Dance Coordinators</p>	<p>Coordinates event where students 8th grade and up can come together to have a night to dance and hangout with friends. Coordinator works with her team to set location, date, ticket sales, and details of the night.</p>	<p>1.Indiana J. 2.Valentina M.</p>
<p>NHE Semi-Formal Dance helpers</p>	<p>Works with coordinators with setting the details of the night. Help with ticket sales. Helps the night of the event. Set-up crew helps decorate and set up tables before the event.</p>	<p>1.Claudia V. 2.Diana L. Set-Up Crew 1.Jasmine Parson 2.Patricia R.</p>
<p>Recognition/ Grad Night Coordinator (First Saturday June) (Gateway Church)</p>	<p>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</p>	<p>1. Melissa L. 2. Alicia B. Helpers 1. Jordan E. 2.</p>

<p>Graduation Moms *not a senior mom service task. Just a list for NHE to see.</p>	<p>Responsible for planning out the Graduation ceremony. Giving ideas for food,decoration, and other details. Working with the Recognition night coordinator.</p>	<p>1. 2. 3. 4. 5. 6. 7. 8.</p>
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Co-op Liaison Board Member- Alicia Billingsley

Discovery/Excel Co-op Director	Responsible for administration of all aspects of co-op	Lauren Moore
Discovery/Excel Co-op Team	Helps to facilitate the effective running of co-op	Cindy Floyd- SiteCoordinator Alicia Billingsley - Registrar Jaci S. - Supplies Coordinator Indiana Jordan- Treasurer Carli Brennan - Canvas Support Samantha Byrd - Excel Team Lead Lauren Allen - Discovery Team Lead

Board Member Emeritus- Lucee Price