

YEAH GUIDELINES

Section 1 - Mission of YEAH

The mission of YEAH is to support and encourage Christian homeschool families in York County and the surrounding areas by:

- Providing spiritual and emotional support for homeschool families.
- Offering a venue through which homeschool families can meet and establish mutually beneficial relationships.
- Facilitating communication and information sharing for families.
- Encouraging homeschool families to plan and promote activities that benefit other homeschool families.

Section 2 - The Board of Directors

Election and Structure of the Board of Directors

The Board of Directors shall be elected in accordance with the procedures outlined in Article 4 of the Bylaws of York Education at Home (YEAH).

Purpose of the Board of Directors

The Board of Directors serves to provide leadership and direction for the YEAH Christian support group, guiding it toward its annual goals as informed by membership input. The Board operates within the framework of the YEAH Bylaws and Policies and upholds the YEAH Statement of Faith and Code of Conduct.

Officers of the Board of Directors

The officers of the Board of Directors shall include a President, Secretary, and Treasurer, as defined in Article 4 of the YEAH Bylaws. Their roles and responsibilities are as follows:

- **The Board of Directors:**
 - Pray regularly for YEAH, seek God's wisdom in all decisions, and encourage Christlike conduct. Resolve conflicts biblically (Matthew 18) and model humility, integrity, and servant leadership.
 - Provide administrative and organizational leadership. Uphold the Statement of Faith, Bylaws, Code of Conduct, and core values of YEAH. Promote unity and ensure decisions protect YEAH's vision and integrity.
 - Appoint leaders per Bylaws (Article 4), support volunteers in their roles, and maintain oversight of operations and documents, including regularly updating guidelines and policies.
 - Establish and manage the annual budget. Review monthly Treasurer reports to ensure responsible, mission-aligned spending.
 - Communicate respectfully and promptly with members and leadership. Maintain confidentiality of sensitive matters. Attend meetings consistently and notify the President of any absence.
 - Monitor and moderate YEAH's Facebook page and all communication platforms in partnership with the Membership Coordinator to ensure alignment with YEAH values and policies.
 - Draft and review amendments to Bylaws and policies as needed. Ensure all documents reflect the goals and values of YEAH.

- Disclose conflicts of interest and abstain from related decisions. Board members may be removed by vote if responsibilities or organizational values are not upheld.
 - **YEAH EMAIL** - emailYEAHSC@gmail.com
- **The President:**
 - Pray regularly for the organization, its leadership, and for wisdom in guiding YEAH.
 - Prepare agendas and preside over monthly Board meetings and regularly scheduled Membership meetings.
 - Maintain and organize essential files using the emailYEAHSC@gmail.com Google Drive account.
 - Update the President Document monthly to reflect recurring and time-sensitive responsibilities.
 - Maintain the Important Information Document containing critical account details, passwords, and organizational access points.
 - Organize and oversee the Moderator File Box.
 - Coordinate Board and Membership meeting dates and communicate schedules in advance.
 - Collaborate with the Treasurer to establish and oversee the annual budget.
 - Work closely with the Event Team Coordinator to determine event timelines and ensure proper sequencing and planning.
 - Send timely reminders and follow-ups to ensure Board members and volunteers are progressing on assigned tasks.
 - Serve as the main point of contact with the host church. If another Board member or volunteer has a personal connection with the church, they may assist or take on this role in coordination with the President.
- **The Secretary:**
 - Pray regularly for the Board of Directors and for clarity in all communication efforts.
 - Take detailed minutes at each Board of Directors meeting and distribute them to all Board members via email shortly after each meeting.
 - Use Google Docs to assign follow-up tasks noted in the minutes to the appropriate Board members.
 - Record minutes during regular Membership meetings and email them to the general membership in a timely manner.
 - Maintain organized digital records using the yeahsecretary@gmail.com Google Drive account. Keep all minutes from each business year (August 1 – July 31) compiled in a single document to simplify future reference and recordkeeping.
 - Maintain a master calendar of all YEAH activities—including Co-op, field trips, events, StuCo, Prom, Graduation, and Field Day—by coordinating with leaders to avoid scheduling conflicts.
- **The Treasurer:**
 - Pray regularly for YEAH's finances and for wisdom in managing resources faithfully and responsibly.

- Serve as the primary liaison to the YEAH Bookkeeper, maintaining open and regular communication.
- Request and review monthly financial reports from the Bookkeeper to ensure accuracy and proper documentation.
- Present a monthly Treasurer's Report during Board of Directors meetings and provide financial updates to the general membership at Membership Meetings.
- Develop an annual budget based on prior year spending and anticipated expenses. Present the proposed budget to the Board for approval and update it as necessary throughout the year.
- Monitor all YEAH income and expenditures, including funds associated with co-op, student council, yearbook, and other programs or events under the YEAH umbrella.
- Ensure the timely filing of the annual 990N form to maintain YEAH's 501(c)(3) compliance. While this task may be completed by the Bookkeeper, the Treasurer is ultimately responsible for confirming it has been filed.
- Serve as the second authorized signer on the YEAH bank account and as a backup for the Bookkeeper in financial matters.
- Hold the second key to the YEAH P.O. Box, serving as backup to the Bookkeeper for mail access
- **YEAH EMAIL** - YeahTreasurer@gmail.com

Additional Board Positions

In addition to the required roles of President, Secretary, and Treasurer, the Board of Directors includes two additional positions that carry equal voting rights and contribute to the leadership and operations of YEAH. Their roles and responsibilities are as follows:

- **Events Team Coordinator**

- Pray for the Events Team and for unity and success in all YEAH events.
- Act as the official liaison between the Board of Directors and the Events Planning Team.
- Maintain regular communication with event planners and relay relevant updates or needs to the Board.
- Collaborate with the President to develop timelines and detailed orders of events.
- Assist in planning food logistics when applicable (potlucks, catered meals, snacks, etc.).
- Create and manage sign-ups (e.g., Signup Genius) to organize volunteers, food, supplies, or participation as needed.
- Ensure necessary supplies (cups, napkins, utensils, tablecloths, hand sanitizer, etc.) are available, stocked, and organized before each event.
- Oversee storage and inventory of reusable or shared supplies between events.
- Follow up after each event to help evaluate success and identify areas of improvement.
- **YEAH EMAIL** - YeahEventCommittee@gmail.com

- **Volunteer Liaison**

- Pray for YEAH volunteers, their leadership, and the areas they serve.

- Serve as the point of contact for volunteer leaders who do not already have a designated Board liaison.
- Communicate regularly with these leaders, offering encouragement, support, and guidance as needed.
- Share relevant updates between volunteer leaders and the Board of Directors.
- Check in with volunteer leaders before each Membership Meeting to ask if they have updates to share, and share that information with the President to be included in the meeting.
- Present updates on behalf of volunteer leaders at Membership Meetings when they are unable to attend.
- Report volunteer concerns and successes at Board Meetings to help strengthen and support their work.
- **YEAH EMAIL** - YeahVolunteerServe@gmail.com

Section 3 - Volunteer Leadership Positions

Volunteer leadership positions shall be filled in accordance with Article 4 of the YEAH Bylaws. These roles are appointed for a one-year term, beginning June 1st and ending on May 31st of the following year. The YEAH Board of Directors holds the authority and responsibility for overseeing all volunteer leadership positions.

Leadership roles are divided into two categories: **Administrative Leadership** and **Coordinators**. Individuals serving in Administrative Leadership roles may not simultaneously serve on the Board of Directors, as these positions require a significant time commitment that could create conflicting demands on time and focus. Coordinator roles are structured to allow for greater flexibility and may be held concurrently with a position on the Board.

In the event of a vacancy, the Board may step in to temporarily fill or appoint individuals to any leadership position as needed to ensure the continued functioning of the organization. This includes roles that are typically not held simultaneously by a Board member.

Here are the roles and responsibilities of each volunteer position:

ADMINISTRATIVE LEADERSHIP

- ***Roles and Responsibilities of the Bookkeeper:***
 - Pray for YEAH and our finances.
 - Renew the Website domain name for the YEAH website (YEAHSC.com)
 - Receive mail from the YEAH PO Box and distribute to responsible individuals at least monthly.
 - Collect, distribute, and manage YEAH money for the support of YEAH authorized activities and programs (i.e. website, PO Box, Insurance, co-op, yearbook, prom, student council, membership meetings etc.)
 - Maintain records of disbursements and donations/gifts, and of event spending/income broken out by event.
 - Access and manage Stripe payments.
 - Be the main signature on the YEAH Bank Account.
 - Maintain the YEAH supply of checks and stamps, as needed.

- Contact the Board of Directors with any unusual or unexpected expenses.
- Provide a monthly report to the Board of Directors Treasurer.
- Provide a report to the membership at regularly scheduled Membership Meetings.
- Maintain and Reconcile all bank accounts (YEAH, Co-Op, and StuCo) monthly.
- Hold the YEAH PO Box Key (1 of 2).
- Hold and organize the Bookkeeper File Box.
- **YEAH EMAIL - YEAHBookkeeper@gmail.com**
- ***Roles and Responsibilities of the Membership Director:***
 - Pray for YEAH members and the membership process, including applications, interviews, and discernment of alignment with YEAH's Statement of Faith and values.
 - If needed, form a Membership Administration Team (consisting of one or more individuals) to help manage new member vetting and interviews, maintain the directory, and assist with administrative tasks related to social media and group communication.
 - Ensure the YEAH Membership Application form is updated yearly.
 - Send the link to the application form to the Webmaster, along with any website updates before May 1.
 - Send out a registration email to all current members annually around May 1.
 - Update the Welcome email yearly before May 1. It should include the YEAH Membership Application form along with access to the YEAH Guidelines, Bylaws, Policies, Statement of Faith, Code of Conduct, and Waiver.
 - Contact all new applicants to review and affirm understanding of the YEAH Statement of Faith.
 - Send out a Welcome email to all members (new and returning) upon acceptance of their membership application.
 - Maintain an updated digital record of all membership application data.
 - Create and publish an updated Membership Directory to the YEAH Google Group by August 1 each year. Ensure former members are removed from the directory.
 - Ensure all new members are added to the Google Group and provide instructions for use.
 - Ensure the Statement of Faith, Bylaws, Policies, Guidelines, and other key organizational documents are published in the YEAH Google Group.
 - Regularly publish membership updates in the YEAH Google Group.
 - Moderate the YEAH Facebook Page in coordination with the Board of Directors.
 - Approve and manage new member requests to the Facebook page.
 - Monitor all posts to the Facebook page for alignment with the Statement of Faith and Code of Conduct. Report any questionable content to the Board of Directors.
 - Provide periodic updates to the membership regarding new members, either through informal communication or brief reports during Membership Meetings, as appropriate to the context and timing.
 - Provide updates to the Board of Directors on membership changes or concerns as needed.

- Provide the Board of Directors with updates on recommended changes to the registration process and share relevant feedback or suggestions for improvement to support a smooth and effective membership experience.
- **YEAH EMAIL (Registration)** - YEAHMembershipCoordinator@gmail.com
- **Roles and Responsibilities of the Co-Op Director(s):**
 - Pray for Co-op and all families involved.
 - Set policies and guidelines for Co-op.
 - Maintain a Co-op handbook.
 - Delegate tasks and build teams to prevent burnout.
 - Create and maintain a volunteer schedule for Co-op teaching and volunteer teams. Assign parents to specific volunteer roles.
 - Set the expectation that Co-op classes should be informative, interesting, interactive and fun. Work with teaching teams to pick class topics in-line with this objective.
 - Communicate regularly with volunteers and set clear expectations.
 - Be present at Co-op to lead/manage the setup, announcements, volunteer teams, situations that occur, cleaning, teardown and closing of the building.
 - Address discipline issues at Co-op using the guidelines laid out in the handbook.
 - Maintain a budget based upon the number of students enrolled. All Co-op funds will be run through the YEAH Bookkeeper. The Co-op Director(s) is/are financially accountable to the Board of Directors.
 - Manage materials and supplies necessary for the running of Co-op. (Attendance sheets, class and cleaning supplies, class signs, nametags, etc).
 - In November, contact the current host facility to inquire as to the availability for Co-op next school year. Begin working to secure a new facility if needed.
 - In February-March, begin planning for the next school year.
 - Contract a campus for Co-op classes, working with the host site to maintain a good relationship.
 - Set the dates, times and daily schedule.
 - Set the registration and supply fees. Communicate these to the Board of Directors, Bookkeeper and the Webmaster.
 - Create a registration form. Coordinate Co-op registration with the Board of Directors and the Membership Coordinator who handle YEAH registration. Registration must be opened by June 1, but opening early registration for returning members in April/May is encouraged.
 - Set an end date for Co-op registration.
 - Review the website and send any updates/changes and registration documents to the Webmaster.
 - In April-May, Plan and hold a Volunteer Appreciation Breakfast after the completion of the co-op year. Tasks may be delegated.
 - Secure a location for the breakfast.
 - Create a sign-up and do an end of year survey. Be sure to ask about food allergies and dietary restrictions.
 - Arrange for childcare and ensure that activities are planned to keep the children busy.

- Ensure that there is a spread of food/drinks and all the necessary paper products. This comes from the co-op budget. If there is not enough money in the budget, you may opt to have people sign up to bring food. If that is not possible then you may opt to just hold a meeting without food.
 - Hold a meeting time during the breakfast to get feedback about co-op that year, encourage volunteers, ask for ideas for the coming year (subjects/classes that could be taught, ideas to improve the co-op structure, etc.) vision cast, and share about/plan for next year's Co-op.
 - During May-June manage registration.
 - Approve/Deny applicants for Co-op based on the expectations and requirements of members joining our program.
 - Confirm with the Board of Directors that YEAH is in good standing with liability insurance (paid for by YEAH) and that it covers the number of students you anticipate enrolling in Co-op.
 - Begin assigning registered members to teaching and volunteer teams.
 - During July-August finalize teaching and volunteer teams, the master schedule and class budgets. Communicate this information with your Co-op families/volunteers.
 - If a new location is needed, the Co-op Director(s) should prioritize locations that fully align with YEAH's Statement of Faith and Beliefs. If no such location is available, alternative options must be presented to the Board of Directors to determine if any differences are reasonable and do not compromise the integrity or mission of the organization..
 - Communicate regularly with the President of the Board of Directors who is the Co-op liaison.
 - **YEAH EMAIL** - Yeahcooperative@gmail.com
- **Roles and Responsibilities of the Student Council Parent Advisor(s):**
This position may be filled by a married couple, by one individual or by a team of 2 individuals.
 - Pray for YEAH students—that those led to Student Council would step forward, and that members grow in leadership, build community, and serve God through their efforts.
 - Communicate with YEAH membership in August or September to establish what Student Council is and determine who is interested in participating .
 - By mid-September, have a meeting to explain positions and purposes. Set a date for elections and a guide for campaigns. Ideally, have an election and positions filled by mid-late October. Positions are typically President, Vice President, Secretary, Treasurer, Chaplain, and 6th-10th grade representatives.
 - Ensure Student Council nominates Parent Assistants for key roles such as prom, service projects, host homes, and social media. Consider all feedback and recommendations from Student Council when reviewing nominations and appoint assistants in alignment with YEAH's mission. Parents may serve in more than one role as needed.
 - Ensure the Student Council secures a location to hold meetings each month Assist the council if a Host Home Parent Assist has not been chosen or is unavailable.

- Train Executive Council members (President, Vice President, Secretary, Treasurer, Chaplain) in leading meetings using basic Robert's Rules of Order and a servant leadership model.
 - Guide Student Council in understanding their role as a representative body for all YEAH students. Encourage them to engage with peers to gather input on ideas for clubs, service projects, student events, and other initiatives.
 - Guide and assist the Student Council in planning at least one fun activity or service project twice a year just for Student Council members.
 - Guide and assist the Student Council in planning events and service projects for the entire YEAH membership.
 - Guide the Student Council as they plan and keep a yearly calendar.
 - Establish a Prom Committee by October/November.
 - Set a prom date and secure a location.
 - Appoint a Parent Assistant to help students plan and host the YEAH Student Council Prom/Spring Formal.
 - Guide professional communication among Student Council members, especially during disagreements, in order to build healthy working relationships, teamwork and community.
 - Communicate regularly with the parents of Student Council members to keep them informed and encourage involvement.
 - Ensure that all Student Council social media accounts (including Facebook, Instagram, and any other communication platforms) are closely monitored by an appointed parent to ensure content aligns with the YEAH Statement of Faith, Code of Conduct, Bylaws, Policies, and Guidelines.
 - Collaborate with the YEAH Bookkeeper to train the Student Council Treasurer on managing funds and maintaining the bank account.
 - Ensure accurate financial practices are followed in all Student Council activities.
 - Provide a monthly report to the Board of Directors Volunteer Liaison with updates on Student Council progress. This report may be prepared by the Student Council or the Parent Advisor.
 - Maintain and safeguard the official Student Council File Box.
 - **YEAH EMAIL - YEAHStuCo@gmail.com**
- ***Roles and Responsibilities of the Yearbook Advisor***
 - Pray for the YEAH yearbook team and for the yearbook process.
 - Evaluate and select a yearbook vendor. Work closely with the vendor to ensure a quality product and to meet publication deadlines.
 - Develop a budget and establish a cost for the yearbook, ensuring that the program is self-sustaining except for financial support authorized by the Board of Directors.
 - Set minimum requirements for staff equipment. Request equipment, as needed.
 - Uphold YEAH policies and yearbook guidelines. Update yearbook guidelines as necessary with input from the Board.
 - Set a meeting time and location.
 - Coordinate activities with the YEAH calendar, ensuring all events have photographer coverage.
 - Manage yearbook communications, including the yearbook cost, all deadlines, and distribution.
 - Establish the layout and theme of the yearbook.

- Arrange and manage student and volunteer portrait sessions.
- Provide training and develop skills necessary to the yearbook staff, including photography, layout, design, artwork selection, editing, and other essential yearbook skills.
- Guide the staff in creating a memorable and accurate record of the school year.
- Foster a collaborative and supportive environment for the staff, encouraging teamwork and creativity.
- Make sure photos have been tagged for an accurate index. Use the index to ensure all active students are represented in the yearbook, setting a minimum objective of photos per student.
- Assign pages and deadlines to staff. Assist staff to meet deadlines, stay organized, and manage their workload.
- Review yearbook pages throughout the process, giving constructive feedback to improve layout, art selection, and writing. Proofread for accuracy and appropriateness. Ultimately, the advisor is responsible for a complete yearbook and has power to complete or change pages as necessary.
- Supervise any approved fundraising projects. Ensures that all funds are processed through the book keeper.
- Coordinate for a non-yearbook staff volunteer to review the final product for errors, accuracy, and appropriateness.
- Coordinate the distribution of yearbooks once they arrive.
- **YEAH EMAIL-** YeahYearbookTeam@gmail.com

COORDINATORS

- ***Roles and Responsibilities of the Webmaster:***
 - Pray for YEAH members and others who access the YEAH website.
 - Update and maintain the layout, images and information on the YEAH website.
 - Receive and fulfill requests for website updates and additions from YEAH leadership and the Events Team.
 - Be proactive in identifying website information that needs to be updated.
 - Contact the Board of Directors, Co-op Directors, Membership Coordinator and Events Team to request updates and information about upcoming key YEAH events such as the election of new board members, membership meetings and registration.
 - Update the website with both YEAH and Co-op registration details (pages and news posts) before next year's registration opens. Registration information should be accessible online the day registration opens for both returning and new members. This will include items such as: membership applications, pricing, payment links, important dates, by-laws, guidelines and policies.
 - Mark Co-op registration as closed on all pages and news posts as soon as it closes each year.
 - Hide current year YEAH registration details around January/February each year to prevent confusion. Put up a registration coming soon news post. Include a note with the current year registration link so anyone wishing to join YEAH late in the year is able to do so.

- Update YEAH's web address on local homeschool sites as needed.
- Manage any future changes to the website domain or host site.
- Check the Webmaster email on a regular basis.
- **YEAH Email** - YEAHWebpage@gmail.com
- ***Roles and Responsibilities of the Kindergarten Graduation Coordinator:***
 - Pray over the graduation process, kindergartners, and their families.
 - Coordinate the Graduation Committee, ensuring all YEAH families with a graduating kindergartener are involved.
 - Ensure the Graduation reflects and upholds the YEAH Statement of Faith, Code of Conduct, Bylaws, Policies, and Graduation Guidelines.
 - Ensure communication follows the standards set forth in Section 6 of these Guidelines.
 - Oversee the management of costs, ensuring all expenses are determined and paid by the graduating families. Funds may be managed by a committee-appointed Treasurer or the YEAH Bookkeeper in a designated line item, but no general YEAH funds are used.
 - **Guidelines for Kindergarten Graduation**
 - The Kindergarten Graduation is for YEAH members only.
 - The event will be planned by the Graduation Committee, which includes YEAH families with a graduating kindergartener who wish to participate. The Coordinator will be elected by the committee.
 - The committee has discretion to choose gown and tassel colors. YEAH owns blue caps and gowns, typically borrowed for graduation.
- ***Roles and Responsibilities of the Senior Graduation Coordinator:***
 - Pray over the graduation process, seniors, and their families.
 - Coordinate the Graduation Committee, ensuring all YEAH families with a graduating senior are involved.
 - Ensure the Graduation reflects and upholds the YEAH Statement of Faith, Code of Conduct, Bylaws, Policies, and Graduation Guidelines.
 - Ensure communication follows the standards set forth in Section 6 of these Guidelines.
 - Oversee the management of costs, ensuring all expenses are determined and paid by the graduating families. Funds may be managed by a committee-appointed Treasurer or the YEAH Bookkeeper in a designated line item, but no general YEAH funds are used.
 - **Guidelines for Senior Graduation**
 - The Senior High School Graduation is for YEAH members only.
 - The event will be planned by the Graduation Committee, which includes YEAH families with a graduating senior who wish to participate. The Coordinator will be elected by the committee.
 - The committee has discretion to choose gown and tassel colors. Gold accessories for high school graduation will be reserved for graduates honored by the York County Chapter, Lambda Gamma, of the National Homeschool Honor Society, Eta Sigma Alpha.
- ***Roles and Responsibilities of the Moms' Night Out Coordinator:***

- Pray for the moms of YEAH, lifting up their needs, connections, and encouragement in Christ.
 - Seek out volunteers to host Mom's Night Out events, actively encouraging participation and helping moms feel confident in organizing gatherings.
 - Create and manage sign-ups (e.g., via SignUpGenius or other platforms) to coordinate at least four Mom's Night Out opportunities each year.
 - Communicate event dates, times, and locations to the group clearly and in advance.
 - Ensure all gatherings align with the YEAH Statement of Faith and Beliefs in both spirit and activity.
- **Roles and Responsibilities of the Dads' Night Out Coordinator:**
 - Pray for the dads of YEAH, asking for connection, encouragement, and spiritual growth in their roles as leaders and fathers.
 - Seek out volunteers to host Dad's Night Out events, actively inviting participation and helping dads feel equipped to organize gatherings.
 - Create and manage sign-ups (e.g., via SignUpGenius or other platforms) to coordinate at least four Dad's Night Out opportunities each year.
 - Communicate event dates, times, and locations to the group clearly and in advance.
 - Ensure all gatherings align with the YEAH Statement of Faith and Beliefs in both spirit and activity.
- **Roles and Responsibilities of the Presidential Volunteer Service Award (PVSA) Coordinator:**
 - Pray for YEAH volunteer parents and students.
 - Understand the rules regarding the Presidential Volunteer Service Award.
 - Remain in good standing on the Points of Light website by taking the annual review quiz and keeping information up-to-date.
 - Inform families about the PVSA through YEAH media outlets. Information should include number of hours to qualify, qualifying/not qualifying activities, guidelines for tracking of hours, beginning/ending dates, and any other relevant information.
 - Receive all applications by the established due date.
 - Be available to answer questions about the award and qualifications.
 - Review and make final decisions on qualifying hours.
 - Submit hours on the PVSA website and order awards all at one time for the school year. If using your own funds, submit a reimbursement form to the treasurer/bookkeeper.
 - Present awards at the end of year member meeting. Make arrangements for disbursement of any awards not collected at this meeting.
 - Be financially accountable to the Board of Directors.
- **Roles and Responsibilities of the Student Council Parent Assistant(s)**
The Student Council Parent Assistant(s) is/are nominated by Student Council and appointed by the Student Council Parent Advisor(s) under the authority of the Board of Directors. They are accountable to the Student Council Parent Advisor(s).
 - Pray for the Student Council.
 - Provide adult support to the Student Council Parent Advisor(s).

- Guide and assist the Student Council in a specific area or goal such as prom committee advisor, host home, service project advisor, fun social event advisor, social media moderator, etc).
 - Train students in how to plan, organize and budget for your assigned area.
 - Help students have realistic expectations.
 - Help students bring their ideas for events/activities into reality.
 - Work with students, advise and assist, but not take over.
 - Report to the Student Council Parent Advisor(s) so that they are always aware of what is happening with the Student Council.
- **Roles and Responsibilities of the Hospitality Coordinator:**
 - Pray for YEAH and its families.
 - Be the main contact for hospitality-related needs.
 - Reach out to families experiencing illness, birth, loss, or other life events to offer prayer and assess needs.
 - Respect each family's privacy by only sharing information the family approves.
 - Communicate any event details (hospital info, funeral arrangements, etc.) as appropriate.
 - Organize practical help (meals, childcare, housework) using tools like sign-up genius, meal train, etc.
 - Follow up with families to ensure continued support.
 - Coordinate with YEAH leadership as needed.
 - **YEAH EMAIL - YeahHospitality@gmail.com**
- **Roles and Responsibilities of the Events Planning Team:**

The Events Planning Team is initially formed through co-op registration but is open to all YEAH members. Co-op directors create the schedule to ensure team members can meet during co-op hours, though additional meetings can be held outside co-op. Non-co-op members are welcome to attend meetings during co-op hours.

 - Pray for YEAH Events and all involved.
 - Plan major events (Thanksgiving Feast, Winter Event, Field Day) in coordination with the Board, using dates provided by them.
 - Plan and organize additional YEAH events as needed.
 - Coordinate logistics—food, supplies, setup, cleanup, activities, etc.
 - Use SignUpGenius or other tools to involve members in providing food, donating supplies, and helping with setup/cleanup as needed.
 - Manage event costs responsibly, staying within the budget set by the Board.
- **Roles and Responsibilities of the Learning Fair Coordinator(s):**
 - Pray for the Learning Fair and all participants.
 - Plan, organize, advertise and run the Learning Fair from start to finish.
 - Secure a location.
 - Recruit judges and volunteers to support setup, evaluation, and event-day logistics.
 - Work within the budget set by the Board of Directors.
- **Roles and Responsibilities of the Field Trip Coordinator**

The Field Trip Coordinator can serve as a Lead Organizer, a Supportive Organizer,

or form a team to help create and manage field trip opportunities — whichever approach works best for the person serving in the role.

- Pray regularly for YEAH field trips and the families who participate.
- Ensure trips align with YEAH's Statement of Faith and purpose.
- Encourage member-submitted trips that align with YEAH's mission..
- Research, evaluate, and schedule at least one trip per month, ensuring a range of options for different educational levels (elementary, middle, and high school).
- Communicate details in a timely manner, including:
 - Date, time, location
 - Cost and age group focus
 - Sign-up deadlines and any helpful links for additional information
- Establish a clear sign-up window, and be mindful of any minimum or maximum participant requirements.
- If unavailable, appoint a lead organizer for trips and share their contact information with participants.
- Designate a meeting place for attendees, arrive early to handle any unforeseen issues, and set a cut-off time for late arrivals with clear instructions for those who miss it.

Section 4 - Field Trips and Activities Guidelines

- **Posting of Events:** The person leading or organizing the event must publish the event on the YEAH Google Group. Edit your posting carefully to be sure all information is accurate. All postings must include the name of the organizer/leader and their phone number and email. If the event is submitted by someone other than the leader, please include your name, phone number and email also.
- **Sign-up:** If a sign-up is necessary for a field trip or activity, then the person organizing the event will decide on the deadline for the sign-up. That person or someone they designate will take the sign-up. **Do not show up for a field trip, class, or activity without having already signed up!** If it is required, please observe the deadlines and directions of the person organizing the event. A sign-up should include the names of the children attending, their parent/guardian's name and phone numbers.
 - *Non-member guests may be invited on a first come, first serve basis, unless designated by the organizer. Please be considerate of fellow members and limit the guests invited per activity.
 - **Leaders/organizers should give information about rain dates/refunds at signup. If a waiver form for liability or permission slip is required, the organizer of the event is responsible to distribute and collect this before the onset of the actual trip or event. **Guest policy may be changed if abused by non-members by the decision of the Board of Directors.**
- **Field trip/activity Guidelines:** All details about the event such as, but not limited to money collection, dress code, behavior standards, etc., will be left to the discretion of the event organizer, as long as the field trip/activity upholds the YEAH Statement of Faith and Code of Conduct.

Section 5 - The Use of "York Education at Home" or (YEAH)

The name "York Education at Home", the acronym "YEAH", the YEAH logo, official letterhead, and any other organizational branding or materials may not be used,

reproduced, or distributed without express written permission from the YEAH Board of Directors. This includes but is not limited to use in print, digital communications, promotional materials, and social media.

Section 6 - YEAH Social Media & Communication Guidelines

As a Christian nonprofit homeschool organization, all communication—whether through social media, group messaging apps, email, or other digital platforms—should reflect the mission, values, and community standards of York Education at Home (YEAH). These guidelines apply to students, parents, volunteers, and leaders when communicating on behalf of or within YEAH. All posts and communications using the YEAH name or representing the organization must follow the standards set forth in Section 5 of these Guidelines and align with the YEAH Statement of Faith, Code of Conduct, and all established policies.

- Purpose & Tone: Communication should build up the YEAH community by sharing relevant events, opportunities, encouragement, prayer requests, and information in a Christlike, respectful, and family-appropriate tone.
- Audience Awareness: Most platforms are primarily used by YEAH homeschool parents; however, content may be visible to students and others. All communication should be appropriate for a family-friendly audience. When addressing sensitive or mature topics, do so tactfully and with discernment, prioritizing transparency with parents.
- Posting & Content Guidelines
 - Keep posts and messages clear, concise, and focused on a single subject. For new topics, begin a new post.
 - Be respectful and Christlike in tone. Avoid gossip, complaints, divisive language, or negative speech.
 - Posts should come from YEAH members or pertain to events, services, or opportunities that directly benefit YEAH families.
 - Do not share personal or sensitive information (such as prayer requests) without permission from the person involved.
 - Avoid unnecessary forwarding of emails or external content, as members already receive frequent communication.
- Platform Use (Social Media, Email, Messaging Apps, etc.)
 - All platforms used for YEAH communication (including but not limited to Facebook, Instagram, GroupMe, Discord, and email groups) must be monitored by an adult volunteer or approved representative.
 - Any platform created or managed for a YEAH group (e.g., Student Council, Prom Committee) must include at least one designated adult leader as a moderator.
 - Student communication platforms must be overseen by a parent advisor or approved adult and used solely for YEAH purposes.

When in doubt, if you're unsure whether content is appropriate or within guidelines, reach out to a member of the Board of Directors or the Membership Director for clarification before posting.

Section 7 - Fundraising and Donations Guidelines

All fundraising campaigns, donation requests, and sponsorship solicitations must receive prior approval from the YEAH Board of Directors before being initiated.

Only authorized members may request or collect donations on behalf of YEAH. When doing so, they must clearly communicate that the donation is for York Education at Home, a 501(c)(3) organization, and explain how it will benefit YEAH students or programs.

All donors must receive a thank-you note from the individuals or group members who sought the donation. Expressions of gratitude should reflect the Christian values of our organization and be sent in a timely manner.

Members involved in fundraising or donation efforts must submit a written record of all donations to the YEAH Bookkeeper on a monthly basis. Each record must include the following:

- Name of the donating organization or individual
- Date the donation was received
- Full address, phone number, and email of the donor
- Name and contact information of the donor representative (if applicable)
- Dollar amount or estimated value of goods/services donated
- Description of how the donation benefited YEAH students or activities

All donations must be used exclusively to support YEAH programs, events, or members, in line with the organization's mission and policies. Misuse or redirection of donations for personal or unauthorized purposes is strictly prohibited.

The use of YEAH's name, logo, letterhead, or other branding in fundraising materials must be approved in advance by the Board of Directors. Unauthorized use is not permitted.

YEAH will provide formal acknowledgment of tax-deductible donations as required by IRS regulations. Individuals conducting fundraising should coordinate with the Bookkeeper to ensure proper documentation is maintained.

Section 8 - Addendums

- **Advertisements:** All YEAH-sanctioned social media platforms may only be used to promote homeschool-related activities or services. Submissions from both YEAH and non-YEAH members will be accepted only if the content directly benefits the YEAH membership.
- **Privacy Issues:** All privacy matters shall be handled in accordance with current and future decisions made by the Board of Directors. This may include review and editing of all content prior to publication on the YEAH website, private member areas, message boards, or the Google Group.
- **Publications & Branding:** All official YEAH publications—including the website, Facebook page, and other materials—must include the following:
 - “York Education at Home”
 - Subscript: “A Christian Homeschool Support Group”
 - Current calendar year
 - Official YEAH logo
 - A disclaimer must also be included:
“Joining this support group does not cover your legal obligations for homeschool accountability in the state of South Carolina.”
- **Membership Updates:** The Membership Director will maintain and update the YEAH Directory as new registrations are received or as member information changes. Expired members will be removed from the directory on August 1 each year. The updated directory will be available in the YEAH Google Group files.

- **Member Conduct:** All YEAH members—adults and children—are expected to uphold the YEAH Code of Conduct, as acknowledged in the membership application. The Board of Directors maintains oversight and will address violations in accordance with the Code of Conduct outlined in YEAH Policies.

The Guidelines of York Education at Home (YEAH) are maintained by the Board of Directors and will be updated as needed to reflect the organization’s ongoing needs and operations.

Last Updated

May 12, 2022

October 13, 2022

August 9, 2024

May 13, 2025