

# **Heritage Builders Home Educators, Inc.**

## **POLICY HANDBOOK**

### **2023-2024**

## **Who We Are**

### **Mission Statement**

Heritage Builders Home Educators, Inc. (HBHE) exists to provide educational enrichment to home-educated students in a Christian environment, from a Christian perspective and through the cooperative network of home schooling parents.

### **Statement of Faith**

Heritage Builders Home Educators, Inc. (HBHE), a Bible-believing organization, is open to those who agree with the goal of bringing honor and glory to Jesus Christ in all that we do. HBHE members believe...

- In the one true God, the living creator and sustainer of everything that exists.
- The living God is one God Who manifests Himself in three distinct but equal persons: the Father, the Son and the Holy Spirit.
- The Bible is the authoritative Word of God, inspired by God and given to us as the final authority for our faith and practice.
- The Bible is inerrant, infallible and reliable, designed for practical instruction as the divine standard for our lives.
- The Bible reveals God, His plan, the fall of man, the way of salvation and God's plan and purpose for all men.
- Jesus is the resurrected Son of the living God.
- Jesus is truly God and truly man, conceived by the Holy Spirit and born of the Virgin Mary.
- Jesus was sinless and gave His life as a substitutionary sacrifice to atone for the sins of the world so that all who believe on Him may have eternal life.
- That Jesus sits at the right hand of God as our priest and advocate.
- That all have sinned and that only Jesus can restore our relationship to God.
- In the biblical definition of marriage as a covenant and union of one man and one woman.

### **Foundation of HBHE, Inc.**

*Unless the Lord builds the house, its builders labor in vain. Unless the Lord watches over the city, the watchmen stand guard in vain. In vain you rise early and stay up late, toiling for food to eat - for he grants sleep to those he loves. Sons are a heritage from the Lord, children a reward from him. Like arrows in the hands of a warrior are sons born in one's youth. Blessed is the man whose quiver is full of them. They will not be put to shame when they contend with their enemies in the gate. ~ Psalm 127*

# Our Leadership

*\*All members of the HBHE Leadership Team are volunteers who cheerfully give their time and receive no pay or other compensation for volunteering.*

## **Board of Directors**

The Board of Directors, the leadership body of Heritage Builders Home Educators, Inc., is a volunteer committee composed exclusively of active adult members of HBHE whose primary purpose is to guide the activities of HBHE and to assure that the group adheres to the HBHE Mission Statement.

The Board of Directors consists of the Chairman of the Board, all members of the Advisory Board, Treasurers, Secretary, Events Team Manager, System Administrator, and Cornerstone Academy Committee Representative.

Requirements for all Board members include:

- Commitment to the Mission Statement of HBHE
- Knowledge and skills in HBHE policy, finances, programs and personnel
- Attendance at periodic board meetings
- Willingness to prepare for and participate in the discussions and the deliberations of the Board
- Positive working relationship with other board members
- Awareness of and willingness to abstain from any conflict of interest

## **Advisory Board**

The HBHE Advisory Board consists of 3-5 experienced home educators, each with a minimum of two years of home educating experience. Advisory Board members must be members of HBHE for a period of at least one year prior to the time they begin their term of service on the Advisory Board.

One member of the Advisory Board serves as Chairman of the Board. *(Advisory Board members serve for terms of three consecutive years.)*

Responsibilities of Advisory Board members include:

- Providing special expertise to advise and support the Board of Directors
- Establishing and updating policies and procedures
- Making recommendations to the Board of Directors concerning the future direction of the group
- Linking the Board to new contacts and networks
- Providing recommendations for leadership positions within the Advisory Board and the Board

## **Treasurers**

Two or more HBHE members may serve consecutively as joint-treasurers, sharing responsibilities. Treasurers have the ability to read, understand, and interpret financial statements. Although the multiple treasurers may attend the Board meetings, the office of treasurer will have only one Board vote.

Responsibilities of the Treasurers include:

- Receiving and depositing annual membership dues and members' event registration payments
- Reconciling and balancing the checkbook on a monthly basis
- Reconciling online event registrations
- Distributing funds to event locations and event coordinators as required
- Interpreting periodic financial statements for Board members
- Signing on behalf of the Board for certain financial matters
- Meeting at least annually with the auditor as formally approved by the HBHE Board
- Ensuring financial statements are presented to the Board on an annual basis
- Developing any necessary financial policies for Board review

## **Systems Administration Manager**

The HBHE System Administrator possesses excellent communication and written skills as well as a working knowledge of the HBHE website and online registration system.

The Systems Administration Manager's responsibilities include:

- Monitoring the online registration system
- Assisting new members with the website and online registration system as needed
- Maintaining contact with the online website and registration system provider
- Keeping website pages and links up to date

## **Secretary**

The HBHE Secretary possesses excellent communication and written skills, specifically the ability to thoroughly document actions in Board minutes.

The Secretary's responsibilities include:

- Preparing and maintaining minutes and records for all Board meetings
- Reviewing/monitoring and verifying accuracy of the meeting minutes, then circulating them to all Board members
- Receiving and recording registration forms
- Maintaining a master roster of all current and past HBHE member families
- Creating an online membership directory
- Oversees HBHE E-news
- Receives and answers calls or emails from prospective members

### **Events Team Manager**

The HBHE Events Team Manager possesses excellent communication and written skills as well as good organizational proficiency.

The Events Team Manager's responsibilities include:

- Researching new activity ideas
- Organizing and maintaining the event calendar with the cooperation of members of the Events Management Team who provide direction and advice to the separate event coordinators
- Ensuring that event information online is complete and accurate.
- Administering the following committees:
  - Events Management Team – assists in planning, organizing and implementing events and support event coordinators as necessary.

### **Cornerstone Academy Committee Representative**

The Cornerstone Academy Committee Representative has a knowledge and understanding of all Cornerstone Academy activities, procedures and policies as well as the ability to effectively coordinate and communicate those activities, procedures and policies.

The Cornerstone Academy Committee Representative's responsibilities include working together with the members of the Cornerstone Academy Committee to:

- Organize Cornerstone Academy independent study sessions for both core and elective courses offered at a central location for students in grades nine through twelve
- Coordinate weekly sessions that meet for lectures in a live class environment with qualified instructors who provide students with constructive feedback and a tutoring resource for outside assistance in subjects such as math, science, foreign languages, health, economics, government, language arts and speech.
- Accept applications from and interview potential instructors for Cornerstone Academy sessions
- Determine, and review when necessary, policies and procedures for instructors and students
- Recruit parent volunteers as necessary
- Manage other Cornerstone Academy business as necessary

## Examples of Past Events

Heritage Builders Home Educators provides educational enrichment to home educated students with a variety of activities planned and coordinated throughout the school year. A cooperative network of HBHE parents arrange community service projects, field trips, workshops, special events, instructional courses and additional activities for students and their families. All HBHE events provide a wide array of experiences to enhance the academic studies of member students.

**Community service projects** include assisting at the Midwest Food Bank, Gleaners Food Bank, volunteering at the local Hoosier Village Retirement Community, assembling care packages for soldiers deployed overseas, and caroling at a number of local nursing homes.

**Field trips** are activities during which HBHE members tour a facility or attend an event, including trips to the Post Office, Beasley's Orchard, Hunter's Honey Farm, Fair Oaks Farm, and Indianapolis Zoo. Other field trips include concerts and dramatic presentations as well as special productions at the Indiana Symphony Orchestra, the Indiana Repertory Theater and Clowes Memorial Hall.

**Workshops** are presentations and hands-on activities offered at one-time events such as art lessons at the IMA, Mad Science workshops, cooking lessons, an Introduction to Debate, Chess Club, Fall Bird Hike, and Lego Robotics.

**Instructional activities** for preschool – 8<sup>th</sup> grade are led by either qualified parents or selected professionals and meet regularly in a repeating schedule for variable numbers of sessions of instruction in various subjects including art, creative writing, drama, public speaking, science and computers.

**Additional activities** include a Science Fair, a Father/Son Camp-out, a Father/Daughter Dance, and movie nights.

**Cornerstone Academy** At a central location, Cornerstone Academy offers a wide range of core and elective educational enrichment for HBHE students in grades \*8 through 12, from a Christian perspective consistent with a Biblical worldview.

**\* Students must be at least 13 years of age by September 1.**

**Family Fellowship Opportunities** Throughout the school year several family fellowship events bring all ages together for events such as Family Fall Picnic, Summer and Fall Park Days, Moms Encouragement Night and a Senior Graduation.

## How We Do Business

**Communication** among HBHE members is accomplished by **email** correspondence and online notifications.

**HBHE E-news:** On Mondays throughout the school year online E-news is updated on the HBHE website entitled "E-news Archive." These updates provide members with reminders, updates or corrections to events. In order to stay up-to-date, members are expected to read the E-news regularly. All members may submit appropriate information to the newsletter as specified on the HBHE website section entitled "About the E-news." Home school-related activities may be submitted to be posted in an Opportunities Abound section. Opportunities Abound are not HBHE sponsored events, but may be of interest to our member families.

**Mass Registration:** All HBHE events are listed on the online calendar on the members-only HBHE website. At regular intervals before and during the school year all HBHE families participate in an online registration for HBHE events scheduled for the next several months. All registration and payment information will also be available online, in the E-news, and in this handbook. Events are usually scheduled from September thru May.

**Membership:** The annual term of membership is June 1 - May 31. All members are required to re-apply for each membership term and attend annual membership meeting. Heritage Builders Home Educators, Inc. is a cooperative support group. Each member is obligated to coordinate one event during the school year to fulfill membership requirements. Step-by-step instructions are available on our website and additional assistance is available through our Events Management Team (events@hbhe.org).

In 2022-2023 HBHE supported 127 member families and 497 children.

## Policies

**Dress Code Policy:** HBHE expects students to dress modestly and appropriately for the activity. Each HBHE event coordinator will define the appropriate dress code within their specific event guidelines as needed. These guidelines will be stated as part of the event description on the HBHE event calendar, or in the case of Cornerstone Academy these guidelines will be stated in their policy handbook.

**Weather Cancellation Policy:** In the event of inclement weather, HBHE events will be canceled if the Brownsburg Public School System closes. However, because additional circumstances may be taken into consideration during stormy conditions, members are reminded to always check e-mail updates for event status. Canceled events will be rescheduled if possible.

**Transportation Policy:** Heritage Builders Home Educators, Inc. is not responsible for transportation to or from events. No references to any transportation arrangements are to be written in any event descriptions. Once registrations for a particular event are confirmed, event coordinators or registered member families may email or call other attendees about particular event details. HBHE will not be held liable for any transportation arrangements made in these emails or phone calls by either event coordinators or member families.

**Cell Phone and Electronic Devices Policy:** HBHE students and siblings are not allowed to use electronic devices during HBHE instructional events, field trips, and workshops. If you choose to occupy your little ones in this manner, please choose a place *outside* the classroom.

**Returned Check Policy:** If a member's personal check is returned to HBHE due to insufficient funds, it is the responsibility of that member to promptly pay the proper funds to the Treasurers in addition to reimbursing HBHE for any fees assessed to the HBHE bank account as a result of the returned check. There will also be an additional \$25 bounced check fee paid to HBHE, Inc. If these payments are not made, the member family will be considered in default and will face the same consequences listed below for non-payment.

**No Refund Policy:** HBHE holds to a No-Refund policy for membership fees paid. HBHE also holds to a No-Refund policy for events purchased. Once event registration is closed, all member family's registrations are considered as final purchases and each member family is responsible for payment for those events. Events purchased by member families cannot be canceled or removed after registration is closed.

The ONLY exception to this policy is in the case of an event being canceled or postponed for circumstances out of HBHE's control. If an event is canceled after registration closes, the registration money will be credited or refunded (by April 1). In the case of postponement, credits or refunds will be issued to families who are unable to attend the new date/time.

**Library Policy:** Respect the building and workers of the local public library. No loud talking or congregating in hallways outside of classrooms.

**Photograph Policy:** Many parents take photographs at HBHE events. Although some of them are for private scrapbooks, others may be for E-news, media outlets, host facilities or yearbook. HBHE families who prefer their children not appear on one of these platforms are responsible for removing their children from the area where photos are being taken.

**Classifieds Policy:** Classifieds published on our website must be relevant to the homeschool community. Classifieds posted cannot be a conflict of interest with HBHE, Inc. events. Classifieds can only be posted by a member of HBHE, Inc.

**Allergy Policy:** Heritage Builders Home Educators, Inc. is not responsible for meeting the dietary restrictions of its individual members. HBHE does not take any responsibility for any reaction or condition caused by the consumption of food offered at any HBHE event. HBHE requires that parents/guardians are the only party responsible for accommodating the needs of a family member with a food allergy condition. No references to food allergies are to be written in any event descriptions. Event descriptions will note if food is being served at a particular event, but they will not be allowed to say, "We will accommodate for allergies," or "Please let us know if you have allergies," or anything of similar wording.

HBHE, Inc. member families should decide during the 3 days of Mass Registration if an event is acceptable or safe for their family based on their [family's] ability to bring alternative food. One way to do this is to contact the event coordinator before or during Mass Registration. When Mass Registration is over, there will be NO REFUNDS issued for food allergy reasons. Once the registration for an event is complete and registrants are confirmed, the coordinator may call or write about particular event details, including but not limited to specific foods being served. HBHE, Inc. will not be held liable for any of these emails or phone calls made by coordinators or member families. Parents are responsible and liable for their own children.

## Minimum Age Policy

- To Participate in Cornerstone Academy: Cornerstone Academy is open to students in grades 8-12. See the Cornerstone Academy (HBCA) Policy Handbook for more details. Students must be 13 years of age by September 1 to participate in Cornerstone.
- To Participate in events listed by grade level: Parents are asked to choose a grade level for the year for their student(s). We highly recommend that parents choose a grade level that is consistent with same age peers.
- To participate in events with a minimum age: Students must be the minimum required age for the event by the event date. The majority of HBHE events will be posted with a minimum age.

## Drop and Go Policy

No students age 5th grade and below can be “dropped off” at an HBHE event. Parents or guardians of preschool age students through 5th grade students must stay in the classroom or in the building. For those with older children that can be “dropped off,” we highly encourage all parents to walk in and greet the event coordinator before departing.

See the one exception to this policy listed below in *Expectations #6 – Students Attending without a Parent*.

# EXPECTATIONS

These expectations for both parents and students are set in place so that we may bring glory to God in all that we do. Our actions affect the facilities that we use, the persons they employ and all those around us. It is important that we show God's love in our respect for them. Our actions also reflect upon the home school community as a whole. Let us not be the reason that persons or groups form opinions against home schooling.

## Expectations for Parents

1. **Coordinate ONE Event:** HBHE requires parents to volunteer to coordinate at least one event or activity each year. HBHE is a co-operative group in which everyone takes part in making the group activities successful. The coordinator is the HBHE representative at their event, and they are responsible for every aspect of the event they coordinate. This responsibility includes the behavior of the attendees, including parents, students, and themselves.
2. **Complete ONE Event:** HBHE requires parents to follow through with their one event minimum commitment. Parents must be in attendance before, during, and after the event they coordinate. Coordinators must remain at the event site until all students have been picked up by their parents or guardians. If your minimum one event is canceled, rescheduled, or you are unable to attend as coordinator, you must reschedule an event for HBHE during the same school calendar year to fulfill your membership obligation.
3. **Attendance:** HBHE expects families to attend ALL events for which they register. HBHE expects parents to arrive for activities fifteen minutes before the event is scheduled to begin. In the event of illness or family emergencies, parents are expected to call the event coordinator if they cannot attend. Most functions are prepaid and planned according to the number of persons who are registered.



4. **Costs:** HBHE expects parents to come prepared for any costs associated with the activity and/or for meals for their own families.
5. **Student Behavior:** HBHE expects parents to take responsibility for their children's behavior. We believe that we are a testimony - good or bad - for the Lord Jesus and for the entire home schooling community. Take the time to review the *Expectations for Students* with your children before field trips and other activities. If your children in attendance are disruptive, please excuse yourself from the group to handle the situation.
6. **Students Attending without Parent:** HBHE expects that when you are not able to attend an activity with your child, that you assign an adult (must be a grandparent, guardian, or another HBHE parent) to take charge of your child at all times. HBHE requires parents to escort elementary-age and younger children into each activity to the check-in point. Adults must sign-in elementary age and younger children into an event and leave an emergency phone number if they are not staying in the classroom itself (must stay in close proximity if not in the building itself).
7. **Younger Siblings:** HBHE expects parents to determine if their younger children are able to behave appropriately on certain field trips, which may be geared for older children. If necessary, consider sharing the care of young ones with other members with young children.
8. **Clean-Up:** HBHE expects all families to help with any necessary clean-up such as stacking chairs, moving tables, taking out trash, sweeping/vacuuming floors.
9. **Respect for Instructors:** HBHE expects parents who attend a workshop, field trip or instructional class to mute cell phones and to refrain from talking during presentations.
10. **Giving Correction to Students who are NOT Your Children:** All HBHE parents have the authority, and are counted upon, to enforce the "Expectations for Students" stated in this handbook. HBHE parents are asked to give correction to children that need reminded of appropriate behavior.
11. **Modest Dress:** HBHE expects parents to dress modestly and appropriately for the activity. (See Dress Code Policy)
12. **Respectful Speech and Behavior:** HBHE expects parents to be respectful, courteous, and kind to others. Words and actions should promote Christian charity, unity and encouragement. Avoid disrespectful, offensive, immoral, intimidating, or rude speech. Avoid gossiping about one another. Personal conflicts should be handled privately and be handled Biblically. (Matthew 18) Our goal is to promote exemplary, Christian behavior.

HBHE also expects thoughtfulness and respect for the HBHE leadership. Input and opinions should be shared with the Board of Directors and/or coordinators in a responsible and respectful manner. Recognizing that the leadership of HBHE is volunteer, it is a courtesy to show a generous measure of grace and gratitude.

## **Expectations for Students**

1. HBHE expects students to respect those in authority. Please speak respectfully, listen carefully, and do not interrupt parents or tour guides.
2. HBHE expects students to respect other home schoolers in our group. No fighting, teasing or causing harm to other students is allowed.

3. HBHE expects students to respect the personal property of others and the facilities the group is using. (No running, climbing, jumping etc.) Only use equipment as it was intended to be used. Put trash in its proper place.
4. HBHE expects students to dress modestly and appropriately for the activity. (See Dress Code Policy)
5. HBHE expects students to refrain from same sex dating relationships.

### **Consequences for not adhering to the Expectations (for both Students and Parents)**

Behavior that is contrary to our Statement of Faith or to these Expectations (listed above) may result in the revoking of membership. For major violations this could mean immediate expulsion from the group based on a two-thirds majority vote by the Board of Directors.

This group exists to benefit families who are homeschooling and we reserve the right to maintain the integrity of the group through the removal of any member who does not support these goals or otherwise interferes with these goals.

Participating in HBHE and its associated activities is a privilege, not a right. The Board of Directors can revoke this privilege and terminate participation in HBHE based on continuing unacceptable conduct of either a family or individual.

## **EVENT DETAILS**

Individual events are coordinated by an HBHE adult family member who, as that event's coordinator, organizes and implements one of the following: a community service project, a field trip, a workshop, a special event, a class, or an additional activity for students and their families. All HBHE activities provide a wide array of experiences to enhance the academic studies of the HBHE students. The Event Management Team advises and assists the event coordinators as needed.

### **Event Parameters:**

For an event to be viable and considered for acceptance by the Event Management Team, it must first meet the following criteria:

1. An event must uphold the *HBHE Mission Statement* and *Statement of Faith*.
2. Events must be held within a 10-mile radius of Brownsburg unless the event is location specific (i.e. field trips to museums, historical locations, etc., or special event offerings). Preferred event locations are listed on the Events Checklist.
3. Event size maximums and minimums guidelines:
  - Event size maximums cannot be less than 20 people (may be offered in 2 sessions or tours of 10 attendees).
  - An event must have a minimum of 5 people (unless the coordinator approves an event may continue without meeting minimums). Event minimums cannot be greater than 35 in order to prevent situations in which exceptional events could be eliminated just because a large number of people did not sign up.

## Event Team Final Approval:

Final review and approval of each event will be conducted by the Event Management Team. If an event is in conflict with an existing event, or needs to be at a different time or date, or is not acceptable according to HBHE event policies, an event team member will communicate with the prospective coordinator(s). The Events Team reserves the right to reject any event they deem is not suited well for the needs of our group. The Event Management Team will either provide assistance to improve an event, or ask the prospective coordinator to coordinate a different event.

If an event that meets the above requirements and is approved and scheduled by the Event Management Team does NOT occur due to lack of follow-through by the coordinator, please refer to the Handbook section which enumerates the consequences for the minimum one event not being completed as scheduled.

## Coordinator Guidelines:

Coordinators must be in attendance before, during and after their event. Coordinators are to provide a sign-in sheet and bring it to their event. Coordinators are expected to remain at the event site until all students have been picked up by parents. Coordinators are expected to arrive for their own event at least twenty minutes early.

- The coordinator is the HBHE representative at their event, and they are responsible for every aspect of the event they coordinate. This responsibility includes the behavior of the attendees, including parents, students, and themselves. If the behavior of an individual does not comply with the expectations written in this handbook, the coordinator is expected to dismiss the individual(s) from the event and contact the Advisory Board.
- **There shall be at least two adults present at all classes, workshops, and activities. One of the adults must be a HBHE parent.** [To help the instructor with the class and also help in case of an emergency situation (e.g. if a child becomes ill or injured, etc.)]. You may arrange with one parent in advance of the first class / workshop / field trip and, at the first class, ask others to sign up as volunteers for subsequent weeks, if applicable.
- There shall be at least one adult posted in the hallway during bathroom breaks and/or transition times. At the conclusion of the event, please check bathrooms for orderliness.
- If you have a drop-and-go class, you also need to have all parents leave an emergency (i.e. cell phone or family member) number where they may be reached during the class. Students elementary age and younger should be dropped at the classroom door and picked up at the door by a parent or older sibling. No SHINE (pre-K to 2nd grade) event or BLAST (3rd-5th grade) event can be a drop-and-go event.
- Regardless of age, ALL students must check in with coordinator upon arrival.
- For classes that involve an independent contractor that is teaching for profit, the following needs to be completed for payment: an independent contractor contract, an invoice from contractor, and, if required by tax law, a completed W-9. **More details are found on the Coordinator Checklist on our website.**
- To ensure the good behavior of our students and their respect for the teacher, please take a minute at the beginning to explain your expectations to all participants. Also, introduce the teacher/instructor formally to encourage respect.
- If you cannot fulfill the obligation that you have made to coordinate an activity, you are responsible to find a parent to replace you with ample time to do the job properly.

- If you are suddenly unable to attend your event, please make arrangements for another adult to be your substitute and provide them with all necessary information and money. Send an e-mail to [events@hbhe.org](mailto:events@hbhe.org) telling who your substitute is, as well.

### **Event Entry Deadlines: ONE Event Obligation**

Each member must have a minimum of one event entered into the online calendar by **July 14, 2023** in order to register family members for Heritage Builders events this 2023-2024 school year. HBHE member families who fulfill other HBHE volunteer leadership duties are exempt from event coordination requirements as determined by the HBHE Board.

**Additional events:** Many HBHE members coordinate more than one event. These extra events (those that are not required to fulfill membership obligations) may be entered into the online calendar at any time. For the spring semester the deadline for event entry is **December 1, 2023 (First Friday of December)**.

### **TWO Mass Registration Dates for 2023- 2024** *(Dates when HBHE members sign up for events)*

- ▶ **August 9 - 11** for events in **September, October, November, December** and **January**
- ▶ **January 10 - 12** for events in **February, March, April,** and **May**

**Mass Registration starts on WEDNESDAY at 9:30 am and remains open until FRIDAY at 11:55 pm.**

### **PAYMENT DEADLINES**

Mass Registration payments must be paid by the dates listed below:

- ▶ **August 25, 2023** for August Mass Registration
- ▶ **January 26, 2024** for January Mass Registration

## **MEMBERSHIP DETAILS**

### **Member in Good Standing**

All HBHE members that have met the following criteria may register for HBHE events during **Day 1 (WEDNESDAY)** of each Mass Registration:

1. All membership application forms and fees were paid by deadlines.
2. You entered your event on the HBHE calendar before midnight of **July 14, 2023**.
3. All payments have been paid by deadlines.
4. Your minimum one event is completed as scheduled.

## Consequences

All HBHE, Inc. members that are **not** Members in Good Standing will have the following consequences:

1. **Missing the membership renewal payment deadlines** – your application forms and payment will be sent to the Advisory Board for review.
2. **Missing the July Event Entry Deadline** – you will be allowed to register on **Day 2** (Thursday) of the August Mass registration. NOTE: You must have entered a minimum of one event on the HBHE calendar before midnight August 1 or you will be blocked from **all** August Mass Registration Days. If you miss the August 1 deadline, you will need to contact the Advisory Board at [advisoryboard@hbhe.org](mailto:advisoryboard@hbhe.org).
3. **Missing Payment Deadlines** – All payments not postmarked by the Payment Deadlines listed above will be returned to the HBHE member. Members must contact the Advisory Board concerning their penalty fees.
  - First late payment penalty: **\$25 fee**, and if this \$25 late fee is not paid within 7 days of the payment deadline you will then not be allowed to register until **Day 2** of the following mass registration
  - Second late payment penalty: **\$50 fee**, plus you will not be allowed to register until **Day 2** of the following mass registration
  - Third late payment penalty: **\$100 fee**, plus you will not be allowed to register until **Day 3** of the following mass registration
  - Fourth Late payment penalty: Members that have four late payments within a 12 month period will have their HBHE membership cancelled. All late payments are based on a 12 month cycle.
4. **Minimum one event not completed as scheduled** – You will not be allowed to register for any Mass Registration events until your new event is entered on the HBHE calendar. During the following Mass Registration after you will not be allowed to register until **Day 2**.
5. **Non-Payment** - will result in your family being removed from **all** unpaid HBHE events registered through [homeschool-life.com/in/hbhe](http://homeschool-life.com/in/hbhe). Your family will be 'parked' on our website, and unable to use our Mass Registration feature for the entire length of the following Mass Registration. **HBHE Members that refuse to pay fees due will not be considered for future HBHE, Inc membership.**

**Returning Members:** Applications for renewal will be accepted digitally **April 6 - 21**.

**New Members:** Applications will be accepted for a limited number of roster slots. Applications for new members will be accepted digitally **Week of April 25 – May 5**.

As a private organization, we reserve the right to refuse any family.

If you have any questions regarding any information contained herein, please refer to our website ([www.homeschool-life.com/in/hbhe](http://www.homeschool-life.com/in/hbhe)) or contact us at: [secretary@HBHE.org](mailto:secretary@HBHE.org).