

## **CFS Membership Application Policy**

<b>Policy number</b>	F-001
<b>Category</b>	Membership
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<b>Effective Date</b>	October, 2017
<b>Document Owner, Title</b>	Chair, CFS Board
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<b>Review Frequency</b>	Annually
<b>Approved By/Date</b>	Board / October, 2017

### **PURPOSE**

The purpose of this policy is to establish guidelines for acceptance of prospective families who seek Cornerstone Family Schools' membership.

### **DEFINITIONS**

Family – As defined in the CFS By-laws.

### **PROCEDURE**

#### Application Procedure

The CFS Board has approved the following procedures for applying for membership:

Prospective Members will complete and submit the following forms and fees by July 1<sup>st</sup> (for the fall semester) or by January 1<sup>st</sup> (for the spring semester).

1. Membership Application
2. Pastor Recommendation Letter
3. CFS Release of Liability
4. \$20 non-refundable application fee

Notes:

1. Prospective members will acknowledge in the electronic application form that they agree with the CFS statement of faith with no changes and they have completed the Kansas Department of Education non-accredited private school registration form.
2. New members must be aware of and comply with pertinent CFS policies.

Once the above paperwork is received, it will be given to the Board to schedule interviews with the prospective members.

Upon completion of the interview, the Board member(s) that performed the interview will present information regarding the potential members to the CFS Board for consideration and a vote. As required by CFS By-laws, the vote must be unanimous in order to be approved for membership.

If membership is denied, the applicants will be contacted by a representative of the Board.

If membership is approved, the members will be assigned to a cell group and contacted by their cell group leader. The cell group leader will inform the new members that they need to send in the remainder of their membership fees by either August 1<sup>st</sup> or February 1 is joining for second semester. (See attachment D-Fee Schedule)

The new members will be required to attend a new member orientation session as scheduled by the Membership Committee.

The number of registered students in CFS in a family shall be declared at the time of registration. The only other time members of the family can be added for the purpose of participating in CFS activities is at semester by formally notifying Membership prior to January 1. This change in membership will require a unanimous vote to be approved by the Board.

The board may in rare circumstances grant exceptions to specific requirements of this policy.

**VERSION HISTORY**

Version	Description	Date
2.0	Updates 1. Took out sentence--Application deadlines may be waived on a case-by-case basis by the CFS Board. 2. Added sentence—The board may in rare circumstances grant exceptions to specific requirements of this policy. 3. Changed date from September 1 <sup>st</sup> to August 1 <sup>st</sup> 4. Added--7. New members must be aware of and comply with pertinent CFS policies (Updated by Marsha Barnell)	4/2016
3.0	1. Clarified which forms were completed electronically and identified which forms were agreed to by the perspective members.  2. Deleted “interview committee” since interviews are performed by Board members either individually or in unison.  3. Clarified when dues are required to be paid for members who join for second semester.	10/2017