

## **CFS Membership Application Policy**

<b>Policy number</b>	F-001
<b>Category</b>	Membership
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<b>Document Owner, Title</b>	Chair, CFS Board
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<b>Review Frequency</b>	Annually
<b>Approved By/Date</b>	Board / April, 2019

### **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 Bylaws.

### **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. Background Check
5. \$30 non-refundable application fee to cover background check

\*Notes:

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

Once all the above paperwork is received, the Membership Ambassador will schedule interviews with the prospective members and the CFS Board.

At the next CFS Board meeting following 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.

For new members who are approved by the Board, the following actions are taken:

- 1) The CFS Membership Ambassadors will approve the new member application on the administrative side of the CFS website and inform the family of their approval as CFS members.
- 2) The CFS Membership Ambassadors will assign the new member family to a cell group and the cell group leader will make contact with the new family to introduce themselves.
- 3) The CFS Membership Ambassadors will schedule a new member orientation within one month of the new members being approved by the CFS Board. The new members are required to attend a new member orientation. One makeup new member orientation session will be made available for those new members unable to attend the original session. New members failing to complete either the original or makeup new member orientation will have their membership suspended until their orientation is completed.
- 4) The new member family will pay their required fee in accordance with the CFS fee schedule (Appendix A) prior to or during new member orientation.
- 5) The new member family will pick two volunteer areas for the current year.

For applicants who are not approved by the CFS Board, the CFS Membership Ambassadors will send a letter/email of denial which may or may not list the reason(s) as to denial of membership. Because CFS is not publicly funded and for the safety and protection of it's membership, CFS reserves the right to deny membership to any applicant for any reason(s) undisclosed to the applicant.

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

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

### **VERSION HISTORY**

<b>Version</b>	<b>Description</b>	<b>Date</b>
2.0	Updates 1. Took out sentence--Application deadlines may be waived on a case-by-case basis by the CFS Board.	4/2016

	<p>2. Added sentence—The board may in rare circumstances grant exceptions to specific requirements of this policy.</p> <p>3. Changed date from September 1<sup>st</sup> to August 1<sup>st</sup></p> <p>4. Added--7. New members must be aware of and comply with pertinent CFS policies (Updated by Marsha Barnell)</p>	
3.0	<p>1. Clarified which forms were completed electronically and identified which forms were agreed to by the prospective members.</p> <p>2. Deleted “interview committee” since interviews are performed by Board members either individually or in unison.</p> <p>3. Clarified when dues are required to be paid for members who join for second semester.  (Updated by Gary Pendergrass</p>	10/2017
4.0	<p>1. Clarified and added actions to be taken after approval or denial of new membership. Updated application fee amount and requirement for background check.  (Updated by Gary Pendergrass)</p>	4/2019

*Appendix A*

***CORNERSTONE FAMILY SCHOOLS  
FEE SCHEDULE***

Potential Members:

Non-refundable application fee	\$ 30
Balance to be paid after membership approval	\$130*

Renewing Members:

Annual Membership Fees	\$130**
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Late Renewing Members:

Late Fee	\$ 60
Annual Membership Fees	\$130**

\*can be paid in full or in two installments (\$65 at new member orientation and \$65 by December 15<sup>th</sup>)

\*\*can be paid in full or in two installments (\$65 by June 1<sup>st</sup> and \$65 by December 15<sup>th</sup>)

~families whose oldest child is 2<sup>nd</sup> grade or younger  
will only need to pay the \$30 application fee~