

CFS Renewing Member Application Policy

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Category	Membership
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Approved By/Date	Board / April, 2019

PURPOSE

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

DEFINITIONS

Family – As defined in the CFS Bylaws.

PROCEDURE

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

*Renewing members will complete and submit all of the following forms and fees by June 1st:

1. Renewing Member Application, including acknowledgment they have read and completely agree with the Statement of Faith as written
2. Membership Fees (see Appendix A – CFS Fee Schedule)
3. CFS Release of Liability Form
4. Any outstanding quarterly reports
5. Outside testing results (if students did not test with CFS)

NOTES:

1. On the Renewing Member Application, members will choose at least two activities to participate in from the Volunteer Commitment Form that is on the website.
2. Renewing members must be aware of and comply with CFS policies.
3. 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.

4. Applications submitted after June 1st will be assessed a \$60 late fee

Members who have completed the necessary items listed above may either be accepted or not accepted by the CFS Board as renewing members for the upcoming school year. Because CFS is not publicly funded and for the safety and protection of its membership, the CFS Board reserves the right to not allow continued membership for any reason(s) undisclosed to the member. Members may not be accepted as renewing members by the Board when a member fails to uphold the standards expected by Cornerstone Family Schools. Possible reasons for non-renewal of membership include, but are not limited to: inappropriate conduct, failure to pay dues, violation of policy, repeated failure to submit required reports in a timely manner or other reasons as determined by the Board. If renewal is not accepted by the CFS Board, the re-applying member will be notified by a member of the Board.

*Renewing members not submitting all the forms and payment by the June 1st deadline will have their membership terminated. To be reconsidered for membership in CFS for the school year, terminated members must submit all renewing member application materials (noted above) prior to August 1st. Once all renewing application material is completed and received, the CFS Board will review the late renewing applicants at the next regular CFS Board meeting. At that time, the Board may or may not choose to approve the late applicants as CFS members. In accordance with CFS Bylaws, reinstatement requires a unanimous vote by the Board. If the August 1st deadline is not met, previous CFS members may reapply for membership at semester.

For late 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 its membership, CFS reserves the right to deny membership to any applicant for any reason(s) undisclosed to the applicant.

*Applications submitted after August 1st will not be considered for the fall semester
Reapplications will be accepted between August 2nd and January 1st for the spring semester.*

The Board may, in rare circumstances, grant exceptions to specific requirements in the above policy.

VERSION HISTORY

Version	Description	Date
2.0	Updates: 1. Changed July 1 st to June 1 st 2. Changed August 1 st to July 1 st 3. Added – applications postmarked after July 1 st will not be considered. Reapplications will be accepted at semester. 4. Added – the Board may in rare circumstances grant exceptions to specific requirements in the above policy.	4/2016

	5. Added – Reapplications will be accepted between July 2 nd and January 1 st for the spring semester (Updated by Marsha Barnell)	
3.0	Added statement to clarify when reapplications are accepted and what actions are taken when they are not accepted by the Board. The deadline for renewing members is being changed back to July 1. This change also reflects using the CFS website for on-line renewals. (Updated by Gary Pendergrass)	10/2017
4.0	1. Changed the renewing member deadline to June 1. 2. Clarified actions and requirements for renewals accepted after the June 1 deadline. (Updated by Gary Pendergrass)	4/2019

Appendix A

***CORNERSTONE FAMILY SCHOOLS
FEE SCHEDULE***

Potential Members:

Non-refundable application fee (covers background check)	\$ 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 15th)

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

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