

CFS Quarterly Report/Annual Goals/Weekly Schedule Procedures: Reminders and Late Reports Policy

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Category	Membership
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Approved By/Date	Board /October 2017

BACKGROUND

Cornerstone Family Schools (CFS) Purpose Statement states: CFS is an independent educational organization dedicated to assisting Christian families who have chosen to train their children in a responsible manner primarily at home. To accomplish this goal, CFS provides a structure of accountability, support, and encouragement for parents who desire to provide their children with the best possible training." In order to maintain the integrity of home education and to accomplish the accountability portion of the purpose statement, the CFS board has determined that 4 times per year, a report stating the number of hours a student has been home educated that quarter shall be submitted. In addition, 1 time per year Annual Goals and a Weekly Schedule shall be submitted at such a time as designated by the CFS board.

PURPOSE

The purpose of this policy is to define the process for Quarterly Reports (including Weekly Schedule/Annual Goals Reports), submission reminders, and steps the CFS board will follow if reports are not received by the determined due date.

DEFINITIONS

Board of Trustees or Board: the body authorized under CFS bylaws to make governance decisions on behalf of CFS

PROCEDURE

Reminders:

The Membership Ambassador will send out reminders to the CFS Google Group that quarterly reports are due. Emails will be sent to the group on the 29th of the preceding month and on the 4th day of the month the reports are due (Example: first quarter: September 29 and October 4; second quarter: December 29 and January 4; third quarter: March 29 and April 4; fourth quarter: June 29 and July 4).

-This system does not preclude individual cell group leaders from contacting members within their group via email or phone in addition to those reminders sent through the Cornerstone Google group. Cell group leaders are encouraged to be in contact with their group prior to the deadline although accountability for requesting exceptions lies solely with each CFS member family.

Reports will be classified as late if not registered on the CFS website by 11:59 pm on the 5th of the month following each quarter end (October 5, January 5, April 5, and July 5).

Late Procedure:

1. The Membership Ambassador will email the names of any members whose reports are late to Cell Group Leaders on the 6th of October, January, April, and July. Cell group leaders will determine if circumstances warrant a rare exception for any families who have outstanding reports. The Cell Group Leaders will notify the Membership Ambassador by 11:59 pm on the above noted dates if any members are needing an exception due to unforeseeable calamitous circumstances.
2. The Membership Ambassador will then compile the list into one email and send it to those listed on the attached "Contact List for Ineligible Students" (See Attachment A) informing them that the families are now ineligible to participate in all CFS activities.
3. Families submitting reports late, i.e., after 11:59 on October 5th, January 5th, April 5th, and July 5th will be automatically suspended from participating in all CFS activities for the next 7 days (until 11:59 on the 12th). If the reports are still not submitted by 11:59 on the 12th, the suspension will continue for another full 7 days. If the reports are still not submitted within two weeks of the deadline, the suspension will remain in place until the next Board meeting where the Board will determine if continued membership is warranted and if so, when the suspension will be lifted (i.e., until the beginning of the next semester).
4. Families attempting to participate in any CFS activities while on suspension will be discussed at the next CFS Board Meeting to determine if a longer membership suspension or termination of membership is warranted. If thus determined, a formal notice via email (cc Membership Ambassador) and phone will be given to said family by their Cell Group Leader within 2 days of the board meeting. (Attempting to circumvent the rules is not ethical for Christians.)
5. All current activity leaders/coordinators/coaches who are CFS members and allow suspended CFS members to participate in CFS activities will themselves and their CFS family members be suspended for a period of 7 days. They will be notified by the Membership Ambassador via email (cc Cell Group Leader) and phone. This ethical violation will be discussed at the next CFS Board Meeting to determine if a longer membership suspension or termination of membership is warranted. If thus determined, a formal notice via email (cc to Membership Ambassador) and phone will be given to said family by their Cell Group Leader within 2 days of the board meeting. (Attempting to circumvent the rules is not ethical for Christians.)

6. All current activity leaders/coordinators/coaches who are non-CFS members and allow suspended CFS members to participate in CFS activities will themselves be suspended from leading activities for 7 days. They will be notified by the Membership Ambassador via email (cc appropriate CFS Board Ambassador) and phone. This ethical violation will be discussed at the next CFS Board Meeting to determine if a longer suspension or termination of volunteer services is warranted. If thus determined, a formal notice via email (cc to Membership Ambassador) and phone will be given to said leader by the appropriate CFS Board Ambassador over said area within 2 days of the board meeting. (Attempting to circumvent the rules is not ethical for Christians.)
7. As outstanding reports are submitted, the Membership Ambassador will send emails to the "Contact List for Ineligible Students" (see Attachment A) stating which families are still ineligible as well as those that are back in good standing and eligible to participate in CFS activities. The individual families will also be cc'd on the email and thus the families will be assured that all appropriate activity coordinators/leaders/coaches, and CFS board members have been informed of their eligibility.

VERSION HISTORY

Version	Description	Date
2.0	Changed category from Administration to Membership. Added information re: ineligibility up to 48 hours after receiving paperwork	9/2013
3.0	Changed the late reporting procedure.	10/2017