

Guidelines

Section 1- Purpose of YEAH

The purpose of YEAH is to support and encourage Christian homeschool families in York County by:

- 1) Providing spiritual and emotional support for homeschool families in York County.
- 2) Providing a venue through which homeschool families may meet and establish mutually beneficial relationships.
- 3) Providing a means of communication and information sharing for families.
- 4) Encouraging homeschool families to plan and promote activities beneficial to other homeschool families.

Section 2- The Steering Committee

The Steering Committee will be elected as described in Article IV of the Constitution of York Education At Home (YEAH) here afterward known as the YEAH Constitution.

1) Purpose of the Steering Committee: The purpose of the steering committee is to provide guidance to the YEAH Christian support group toward its yearly goals as determined by input from its membership, while abiding under the YEAH Constitution and in accordance with the YEAH Statement of Faith.

2) Officers of the Steering Committee: The officers of the Steering Committee shall consist of a Moderator, a Secretary, and the Social Media Moderator as described in Article IV of the YEAH Constitution.

3) Roles and Responsibilities:

A. Steering Committee:

- To appoint YEAH members in leadership positions as described in Article IV of YEAH Constitution and to provide encouragement and oversight to the volunteers concerning their roles and responsibilities.

- To establish a budget for YEAH

- To review the Treasurer's report and ensure that YEAH funds are spent in a prudent manner.

- To draft any future revisions or amendments that would be needed to the YEAH Constitution in accordance with Article IX.

B. The Moderator:

- To prepare an agenda for and moderate over Steering Committee meetings and regularly scheduled Membership Meetings.

C. The Secretary:

- To compile minutes from Steering Committee meetings and make them available to all Steering Committee members by email in a timely manner.

- To compile minutes from regularly scheduled Membership Meetings if requested by the Steering Committee Moderator.

- To keep and record a copy of any correspondence addressed to YEAH.

- To reply and forward any emails from the YEAH email address.

D. The Social Media Moderator:

- This person must have access to a computer and Internet.

- To maintain a calendar of events and advise submitting members when a conflict exists between similar activities and inform the Google Groups Coordinator of any discrepancies.

- To keep a watch on articles submitted to YEAH-sanctioned social media to make sure they do not violate the Yeah Statement of Faith. If any questionable material/submitted items etc. are found, to report such to the Steering Committee for correction.

Section 3-Volunteer Leadership Positions

Volunteer leadership positions shall be filled as described in Article IV of the YEAH Constitution.

Volunteer leadership positions are for one year, beginning September 1st and continuing until the following August 31st. The YEAH Steering Committee has authority and the responsibility of all oversight of these volunteer leadership positions.

1) Roles and Responsibilities of the Treasurer:

- To receive mail from the YEAH PO Box and distribute to responsible individuals (including marking membership applications as "PAID" and forwarding to the Membership Publisher at least weekly).

- To collect and distribute YEAH money for the support of YEAH authorized activities (i.e.

website, and PO Box bills, co-op expenses, etc.)

- To maintain records of disbursements and records of all donations/gifts to YEAH.
- To provide a monthly Treasurer's report to the Steering Committee.
- To provide a report to the membership at regularly scheduled Membership Meetings.

2) Roles and Responsibilities of the Membership Coordinator:

- To collect and keep an updated file of all membership applications.
- To make regular reports to the membership concerning new members information.
- To receive mail from the YEAH PO Box
- Acts as membership liaison to address ideas and suggestions of membership to the Steering Committee and encourages unity, cooperation and involvement among the members.
- To make sure all new members that have computers are signed up for the Apple Loop, Facebook and email, and have instructions to use it.
- To design and publish the Membership Directory including pages directed by the Steering Committee (i.e. Statement of Faith, Constitution, Guidelines, and other legal or helpful information) by October 1st of each year and to new members all year as they join YEAH. This directory should then be posted on groupwide YEAH-sanctioned social media for access by all members.
- To publish updates in membership information to group-wide YEAH-sanctioned Google Groups Apple Loop quarterly through the year.
- To keep an updated copy of the master Membership Directory to be passed on to the next Directory Publisher in the following year.
- To coordinate the YEAH group membership to SCHEA, handling payment and group registration form each fall. To pass on legal Information from SCHEA.

3) Roles and Responsibilities of the Web Master:

This person must have access to a computer.

- To obtain/renew the Web domain name for YEAH web site (YEAHonline.info)
- To create/maintain/expand the YEAH web site
- To promote YEAH's web site (putting up our web address on other sites).
- To update information on YEAH web site as needed.
- To provide information (including the current year's membership application along with the YEAH Statement of Faith) about YEAH to prospective members.
- Update YEAH information yearly at all the branches and main York County Public Library, Chamber of Commerce and other main informational internet sites, etc.

4) Roles and Responsibilities of the Graduation Committee Coordinator:

The YEAH Kindergarten Graduation and the YEAH Senior High School Graduation will be for YEAH members only. The Kindergarten Graduation and the Senior High School Graduation shall have their own Graduation Committee. Other guidelines specifically are:

- A. The YEAH Graduation must always reflect and uphold the YEAH Statement of Faith, the YEAH Constitution and these Graduation Guidelines in content reputation.
- B. The committees will comprise of all families with a graduating kindergartner or senior. The Coordinator will be elected by each committee.
- C. All communication issued out by either of the Graduation Committees shall adhere to the standards set forth in Section 4 of these Guidelines.
- D. All costs associated with either graduation shall be determined by and paid by the graduating families. The money can either be kept and distributed by a Graduation Committee-appointed Treasurer, or by the YEAH Treasurer in a special line item set forth for the Graduations. However, no general YEAH funds shall go to either graduation.
- E. Each committee has the discretion to choose colors of gowns and tassels. Gold accessories will be reserved for those graduates that have been honored through the York County Chapter, Lambda Gamma, of the National Homeschool Honor Society, Eta Sigma Alpha.

5) Roles and Responsibilities of the Co-Op Administrator

- To procure a campus for co-op classes, working with the host site to maintain a good relationship.
- To schedule the semesters, starting and ending dates, and times of classes to be held.
- To work with parents on classes to be taught, and procuring the teachers and assistants for those classes.
- To set forth guidelines on conduct and volunteers for co-op.
- To maintain a budget based upon the number of students enrolled. The Co-op administrator is financially accountable to the Steering Committee.

6) Roles and Responsibilities of the Moms' Night Out Coordinator

- To schedule a gathering for moms once every three months.

7) Roles and Responsibilities of the Dads' Night Out Coordinator

- To schedule a gathering for dads once every three months.

8) Roles and Responsibilities of the Presidential Volunteer Service Award Volunteer

- To understand the rules involved in a student or family receiving the Presidential Service Award.
- To remind families through YEAH-sanctioned social media about the Award on a quarterly basis, giving those interested the guidelines on how to keep track of their service hours, and what qualifies as a service hour.
- To receive all applications for the Award from students/families at the designated time.
- To order the Awards from the Presidential Service Award website, using YEAH funds.
- To be financially accountable to the Steering Committee.

9) Roles and Responsibilities of the Student Council Parent Advisor

- To be available for guidance to the youth of YEAH.
- To secure location to hold meetings each month, guiding and planning at least one fun activity or service project a month.
- To train the students on the Executive Council to hold a meeting and on voting procedures.
- To maintain communication among students, working to build community with team building activities.
- To monitor the YEAH Student Council Facebook and Instagram pages to ensure the content does not conflict with YEAH standards
- To maintain Student Council funds and banking account, while also training the Treasurer with smaller sums of "petty cash."
- To establish a Prom Committee of juniors and seniors. Assist in planning/hosting the YEAH Student Council Spring Formal.

10) Roles and Responsibilities of the Library Appreciation Week Coordinator

- To facilitate YEAH families to show appreciation for their local library during Library Appreciation week, which is the third week of April.
- To inform YEAH members of when Library Appreciation Week is, and to assist families in either individual appreciation efforts or group efforts to their local library.

11) Roles and Responsibilities of the Yearbook Coordinators:

- To be available for guidance to the Yearbook committee.
- To help the yearbook committee find a publisher for the yearbook.
- To make certain that members are notified of the dates and times for yearbook pictures and to whom payment should be made.
- To ensure that all monetary matters of the yearbook (invoices, payments, advertisements paid for) be sent through the YEAH treasurer.

12) Roles and Responsibilities of the Google Group Coordinator

- To be an administrator of the Google Group YEAH Apple Loop.
- To add or subtract members from the Google Groups YEAH Apple Loop as reported by the Membership Coordinator
- To update the YEAH Google Calendar with events as given by emails on the Google Group and make adjustments if the Social Media Moderator reports a conflict.

Section 4-The Use of 'York Education At Home' or (YEAH)

The use of 'York Education At Home', 'YEAH', YEAH logo, letterhead, etc. (i.e. fund raising, donations, letterhead, apparel, groups and clubs, etc.) must only be used by the expressed written permission of the Steering Committee. Any donations to YEAH are not tax deductible.

Section 5-Field Trips and Activities Guidelines

1.) Posting of Events: The person leading or organizing the event must publish the event on the YEAH Apple Loop. Edit your posting carefully—sometimes, wrong information is worse than no information! All postings must include the organizer/leader's name and phone number or email and if submitted by someone other than the leader, please include your name and phone number or email also.

2.) Sign-ups: If sign-ups are necessary for a field trip or activity, then the person organizing the

event will decide on the deadline for the sign-ups. That person or someone they designate will take the sign-ups. **Do not show up for a field trip, class, or activity without having signed up!** If it is required, please observe the deadlines and directions of the person organizing the event. Sign-ups should include the names of the children attending, their parent/guardian's name and phone numbers. *Non-member guests may be invited on a first come, first serve basis, unless designated by the organizer. Please be considerate of fellow members and limit the guests invited per activity. **Leaders/organizers should give information about rain dates/refunds at signups. If a waiver form for liability or permission slip is required, the organizer of the event is responsible to distribute and collect this before the onset of the actual trip or event. **Guest policy may be changed if abused by non-members by the decision of the Steering Committee.**

3.) Field trip / activity guidelines: All details to the event such as, but not limited to money collection, dress code, behavior standards, etc., will be left to the discretion of the event organizer.

Section 6-Social Media Posting Guidelines (may apply to website also)

1.) Purpose: The purpose is to serve as a communication tool benefiting the YEAH membership by providing a forum to share YEAH events, homeschooling activities, news, encouragement, etc.

2.) Target Audience: Most social media venues used by YEAH is designed for YEAH homeschool parents. Although posted primarily for YEAH parents, children may end up reading posts. Content should be posted knowing that children may read it. In some cases, however, "mature" topics may need to be addressed— and in these cases deference should be given to parents and the mature topic tactfully included. In certain cases of older students, social media may be used at the discretion and under the supervision of the adult volunteer.

3.) Length: Each post should be as short as possible and only on one topic. Each post should clearly state a subject and only cover that subject in the post. If you need to cover another topic, write another post.

4.) Posts: All posts should be by YEAH members. Posts submitted on behalf of non-members shall only be for shared activities (i.e. field trips, book sales, testing, and the like) and/or services that directly benefit the YEAH membership.

5.) Forwards:

A. Please limit any forwards you post. Most homeschool families get a lot of emails each day and getting a forward of something they already have could cause an irritation.

B. Please do not forward anything that is meant solely for YEAH members, like prayer requests or personal information without permission.

* If you are unsure if an item is OK to post, please call or email the Social Media Moderator.

**YEAH members are responsible for posting their submission directly to any other non-YEAH groups they desire, for possible inclusion in their newsletter or loop. The Social Media Moderator is not responsible for sending on or sharing submissions with any other support group's editor or email loop.

Section 8-Addendums

1.) Advertisements: All YEAH-sanctioned social media shall be used for homeschool related activities or services only. Submissions from YEAH and non-YEAH members offering a homeschool related activity or service that directly benefits the YEAH membership will be permitted. The Apple Email Loop will not include any paid advertisements on a regular basis.

2.) Privacy Issues: Issues should be discussed and maintained in accordance with any future Steering Committee decisions. This may include further editing of all publications before posting to the web site or a members' only password protected page and/or message boards and/or the Apple Email Loop.

3.) Publications Heading: The first page of the Apple newsletter or anything going out to the group in written format, should include the following: "York Education At Home" and the subscript "A Christian Homeschool Support Group" and the current month, year, and our official YEAH logo. It should also have a disclaimer. ("Joining this support group does not cover your legal obligations for homeschool accountability in the state of SC. For information on accountability associations, see our web site www.YEAHonline.info or call South Carolina Home Educators Association (SCHEA) at 1-803-772-2330).

4.) General Conduct of Members: All members of YEAH (children and adults alike) are expected to follow the YEAH Conduct Guidelines, which were signed and turned in with the application for membership. The Steering Committee will have oversight according to Article X of the YEAH Constitution.

