

**Lowcountry Christian Home Educators' Association  
(LCHEA)  
Operating Guidelines Manual  
April 2018**



***Train up a child in the way he should go, and when he is old he will not depart from it.***

***Proverbs 22:6***

**<https://lcheasc.org>**

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# MEMBERSHIP

The LCHEA membership year is from June 1st to the following May 31st.

## **Dues & Fees**

Membership dues are determined annually by the Board for first-time and renewing members. Members who have not submitted a renewal before the first day of the new membership year will receive LCHEA communication and member benefits for a one month grace period. After July 1st, only members who have submitted renewals will remain on the active LCHEA roster and be able to take advantage of LCHEA member benefits.

A limited number of scholarships will be offered each LCHEA year. The LCHEA Board will award these dependent on family need. All dues are non-refundable; however, the LCHEA Board will consider refund requests in the event of unusual circumstances. Returned checks are subject to the current fee as determined by the LCHEA Board.

## **Alumni Status Membership**

Alumni Status is a membership for current LCHEA parents who have graduated their youngest child from homeschooling. These alumni parents may continue to remain on our LCHEA roster, with Board approval, and have access to LCHEA forums to provide and receive support. It is recognized that veteran homeschool parents have a wealth of information to provide others and may also like to continue the camaraderie that they found in LCHEA. Please contact the LCHEA membership secretary to be considered for alumni status membership.

## **Volunteering**

Because LCHEA is a volunteer organization, its effectiveness is dependent upon each member volunteering in some way, no matter how small. It is hoped that each member family participate in, volunteer, and support LCHEA events as often as possible. It takes all of us working together to make LCHEA function properly, so we encourage every family to serve in some way. Please ask Board members or be aware of opportunities advertised on LCHEA forums to determine in what way you may be able to serve within LCHEA.

### **Group Achievement Testing**

In order to participate in LCHEA Stanford 10 Testing in the spring, if it is offered, you must be a current member in good standing.

### **Participation in Group Curriculum Sales**

Only current LCHEA members in good standing may sell materials in any LCHEA used curriculum sale. The used curriculum sale is usually held during the month of June, although a fall sale may be planned, if desired.

### **Methods of Communication**

Members have the responsibility to stay informed of LCHEA events and information. The main avenue for receiving communication is by using the LCHEA website. The LCHEA website (<https://lchea.wildapricot.org>) will give access to the LCHEA Calendar, Forum/Email Groups, Rosters, and much more! All members will be automatically added to the Homeschool Central forum/email loop when they join or renew to ensure access to the most current information. All other LCHEA forum/email loops are optional.

### **Visitors**

Visitors are welcome to attend two (2) LCHEA meetings or activities. When the activity requires an advance reservation, the coordinator would need to be contacted for approval and payment (if applicable). Participation in any other events will not be allowed until membership has been confirmed.

### **Attending Board Meetings**

LCHEA members are welcome to attend open sessions of any of the regularly scheduled Board meetings. If you wish to speak to the Board concerning a matter, you must submit it in writing to the Chair at least three days prior to the meeting so that it can be included in the agenda.

# LCHEA WEBSITE

The LCHEA website (<https://lcheasc.org>) was created to provide a communications resource for LCHEA members. You will select a username and password with your membership application. You will need this information to access the website.

You may update your personal information at any time by using the “Edit My Profile” link on the site. We encourage our members to use this link when they have a change of address, email, phone number, etc.

## **LCHEA Calendar**

The LCHEA Calendar showcases LCHEA and community activities. Once you click on the event, you will be able to view details and use the sign-up feature, if applicable. If you are coordinating an event, you may submit the event information for the calendar, and it will be added once administrative approval is given.

## **LCHEA Forums/Email Loops**

The LCHEA Forums/Email Loops are your way to stay connected with fellow LCHEA members. All members are added to the Homeschool Central forum. There are optional forums available for you, as well. You may use the “Edit Profile” link to modify existing forum subscriptions and select how often you would like to receive forum postings. To add a forum subscription, you must go to the forum and click “Subscribe to forum”.

## **LCHEA Roster**

The LCHEA Roster includes personal information for all active LCHEA members. The roster is solely for LCHEA use and should never be used for commercial or non-LCHEA purposes. Members have the option to keep their family and children information private, not seen to other members, by using the “Edit My Profile” link. Members who violate this policy may lose their membership in LCHEA.

## **Other Features**

Other features of the website include a "What We Do" Section, Helpful Links, Classifieds, Photo Gallery, and Business Yellow Pages. We would like to encourage you to take advantage of these website features, and many more throughout the membership year. As you navigate around the website, feel free to ask the Website Administrator if questions arise.

# LCHEA ACTIVITIES AND EVENTS

## **LCHEA Activities & Events**

LCHEA activities and events are coordinated by individual members and may be attended by LCHEA members only, unless stated that it's open to the public. Such events often require obtaining RSVPs and collecting admission fees.

## **Exception to the Attendance Rule**

On a space-available basis (at the discretion of the LCHEA member(s) in charge of the activity or event) members may invite their extended family members and/or guests who are staying in their households at the time of the activity/event.

Specific activities and events may encourage inviting outside guests to attend; please only invite an outside non-LCHEA guest if this is allowed for the specific activity or event, which should be outlined in the initial activity/event announcement. Some events may be coordinated with non-LCHEA groups, in which case, the children and parents from the other coordinating group may attend.

“Casual” events held in a public setting, such as Park Day, will not be considered a LCHEA-only event. LCHEA may not collect fees or require RSVPs. Non-LCHEA member children may be invited to this “casual” event as long as the inviting parent agrees to be responsible for their behavior.

## **Responsibilities of Activity/Event Coordinator**

- Communicate the general and specific guidelines of the activity/event participants on the appropriate LCHEA forum. The LCHEA Code of Conduct is in place for all LCHEA activities and events.
- Work with the appropriate Board member for assistance and any coordination needs
- Post the appropriate details about the activity/event in advance on the LCHEA Calendar. You may contact the LCHEA Calendar Coordinator for assistance with your calendar posting, specifically if changes need to be made after your initial submission or if special sign-up questions are needed.
- Collect applicable fees prior to the scheduled event by setting a registration deadline.
- Be clear about payment and registration details.
- If fees are nonrefundable, state such information in the initial activity/event announcement.

- Should extenuating circumstances occur (inclement weather, etc.), the activity/event Coordinator has the final authority to cancel the activity/event. In such cases, any nonrefundable fees may be forfeited at the Coordinator's discretion.

#### **For All LCHEA Sponsored Events:**

- Maintain an event notebook or complete an activity/event summary sheet as instructed by the LCHEA board.
- Maintain and complete an event finance report as instructed by the LCHEA Board and act as the point of contact for the LCHEA Treasurer(s) for all income and expenses related to the event.
- Turn in the event notebook or event summary sheet and finance report to LCHEA Board after the completion of the event.

#### **Responsibilities of Parents**

- RSVP within the designated time, and pay fees by designated date.
- If you cannot attend, contact Activity/Event Coordinator to inform and cancel, realizing that you may not be able to receive reimbursement at that time.
- Do NOT bring children who do not meet the age requirement.
- Take responsibility for your children during activities or events, ensuring that they follow the rules expressed by the Coordinator of the event.
- Do NOT drop-off your children unless prior permission has been granted and proper supervision has been arranged with Activity/Event Coordinator.
- Do not allow your baby, toddler, or student to distract others or disrupt the event. Please be sensitive to the noise your child makes. While you may be accustomed to their noise level, others (especially the host) may not have the same level of tolerance.
- Respect all decisions made by the Activity/Event Coordinator, who has the final authority.
- Do NOT contact the host of the activity/event unless instructed to do so by the Coordinator (i.e. directly calling the zoo with a question). Please direct specific questions to the coordinator or leader of the activity/event, who will be the liaison with the host.
- Be mindful that the LCHEA Code of Conduct is in place for all LCHEA activities and events.

#### **Responsibilities of Parents and children/students**

- Demonstrate behavior above reproach.
- Be courteous, considerate, and cooperative.
- Be responsive and respectful to the leadership.
- Do NOT talk or “visit” with others while the host is speaking.
- Be well groomed and appropriately, modestly dressed. T-shirts with disrespectful or sarcastic messages, for example, may not be worn.

- Children should stay with parent or designated adult, follow all specific activity/event rules, and raise hands to ask questions.

## **LCHEA-WIDE TESTING**

These tests may or may not be offered to LCHEA members annually. Testing information will be disseminated to LCHEA at large before any registration begins.

### **PSAT Testing**

PSAT is administered in accordance with College Board requirements in the fall of each year. The LCHEA Board is responsible for selecting someone to oversee this test should it be administered. The sign-up schedule will be announced LCHEA-wide. During the first ten days of the sign up period, eleventh (11th) graders will be given 1st priority followed by eighth (8th) graders and then tenth (10th) graders. After the initial ten-day sign up, students will be added to the list on a space available basis. PSAT Testing is open to LCHEA members only and shall not be promoted to others beyond the LCHEA membership.

### **Stanford 10 Testing**

The Stanford 10 is administered to third – twelfth graders in the spring of each year in accordance with requirements as provided by Bob Jones University. The LCHEA Board is responsible for selecting someone to oversee this test should it be administered. Registration form(s) will be placed on the LCHEA website on or before December 1st of the preceding calendar year. Information will also be provided on the Homeschool Central Forum/Email Loop. Stanford 10 Testing is open to LCHEA members only and shall not be promoted to others beyond the LCHEA membership.



# **JUNIOR/SENIOR BANQUET or PROM**

The purpose of this event is to provide an opportunity for homeschooled teens to have a memorable evening where they socialize in a pleasant, supervised, and safe setting. As with all of our LCHEA events/activities, we want this Jr/Sr event to be a witness of our Christian values which recognize the dignity and self-worth of the individual. As such, the behavior and attire of attendees should reflect these guiding principles. To better accomplish this, all attendees are expected to abide by the Code of Conduct and Dress Code below for the duration of the event. Be mindful that the LCHEA Code of Conduct is in place for all LCHEA activities and events.

## **Organization**

A Jr/Sr Banquet or Prom committee may be organized, in coordination with the LCHEA Board, to include junior and senior parents who desire to plan/coordinate the event. The committee shall be responsible for making sure all students/families involved, including guests, are fully aware of the Code of Conduct and Dress Code for the event. The committee is also responsible for locating and training chaperones about the prom guidelines.

## **Location**

The event may be held at a restaurant or other eating establishment that serves alcoholic beverages provided the event area is separate from the bar. The event area and restrooms must be accessible without students having to enter the bar.

## **Attendance**

LCHEA juniors and seniors are welcome to bring a guest of the same or opposite sex who is at least 15 years of age as of the day of the event or who has graduated from high school in the past two years. Each LCHEA junior/senior is responsible for making sure his/her guest is fully aware of our Dress Code guidelines as outlined below. At least 1 chaperone per 10-15 students is required.

## **Code of Conduct**

General:

- Attendees must respect the authority of prom committee members and chaperones and abide by the guidelines
- Attendees should respect the venue property, grounds, and decorations.
- Mature, respectful behavior and language are expected.

- Any public display of affection between attendees should be brief, modest, and tasteful. Sitting on each other's laps is unacceptable.
- Attendees shall dance in a clean and respectful way. The chaperones reserve the right to warn and remove those who continue to dance inappropriately.

#### Safety:

- Do not bring matches, cigarette lighters, or anything else that involves fire.
- No knives or any other weapon of any kind are permitted to be brought by attendees.
- No running, pushing, fighting, or hitting is permitted.

#### Security:

- Harassment of any kind is prohibited and will result in immediate removal from the event.
- Attendees will stay within the physical boundaries set for the event and not venture into areas designated as off limits.
- If you need to retrieve something from outside the facility, you must be escorted by a chaperone. If you choose to leave without a chaperone escort, you will not be allowed re-entry and your parents will be notified.
- Any attendee driving himself/herself and other attendees and leaving more than 30 minutes prior to the end of the event must sign-out with the chaperones.
- LCHEA will not be accountable for attendees once they exit the prom.
- No drinks/water bottles will be allowed to be carried into the prom. Refreshments will be provided.
- No alcohol, cigarettes, or drugs may be present at any time during the night. If alcohol or drug use is suspected, you will be refused admittance to the prom.

#### **Dress Code:**

The purpose of this dress code is to establish a standard of modesty for this particular LCHEA event. The attire for the event will be semi-formal or formal. If a theme is designated, modest theme-appropriate attire is acceptable, but must still fall within the guidelines established below.

All attendees of this event (LCHEA students and their guests) must sign a copy of these guidelines and return it with their payment. All parents of LCHEA students attending this event must sign a copy as well. This is to ensure that everyone understands and agrees to the following dress code.

Young men must wear suit or sports coat, tie and dress trousers or a tuxedo.

Since there is a wide range of dress styles for young ladies, a more detailed dress code is listed below:

- The shortest part of the dress, including a slit, must be no shorter than the top of the wearer's knee.

- Strapless or spaghetti strap dresses are permitted, provided the bodice fits tightly across the top with minimal cleavage showing.
- Regarding the back of the dress, all dresses must be no lower than midway between the shoulder blades and the natural waist of the wearer.
- If the dress has any cut-out designs, none of the wearer's natural skin may be visible through said cut-outs.

### **Dress Code Violations**

If an attendee arrives at the event and their attire is outside LCHEA's dress code, the person will be asked to leave the event until such time that their attire is appropriate and within dress code. If the attendee chooses not to return to the event, no refund will be given.

A committee from the current board will be selected each year to enforce dress code at the event.

This committee will not require photos of the young ladies to be submitted for approval. However, if any one desires to submit a photo of herself in her prom dress, the committee will decide if the dress is within dress code.

### **Parent Responsibilities For Prom:**

- It is expected that parents will be involved in the attire selection of their teens. Keeping the Dress Code guidelines in mind and advising your teen and their guest appropriately will mean they avoid any issues on the night of the prom. If there is any question as to whether your teen or their guest's attire meets the guidelines, you are encouraged to contact the prom committee for clarification or approval.
- By allowing your teen to attend this event, you agree to hold harmless LCHEA, the venue, and their representatives in the event of accident or injury.
- Parents providing transportation for attendees are responsible to arrive by the scheduled end time of the event.



# **LCHEA GRADUATION**

## **Purpose**

The purpose of this ceremony is to glorify God and honor our seniors' accomplishments.

## **Graduation Coordinator and Graduation Assistant**

The LCHEA Board will nominate and vote on approval of a Graduation Coordinator who will be a LCHEA parent of a student in the current graduating class. Once the coordinator has been approved, he/she will provide reports to the LCHEA Board regarding graduation meetings, decisions, planning, and activities. The Graduation Coordinator in conjunction with the LCHEA Board will provide specific location and dates for graduation meetings to the Graduation Committee. The Graduation Coordinator will commit to fulfilling the requirements as noted in the Graduation Coordinator Duties section of the LCHEA Graduation Guidelines. The Graduation Coordinator will work with the Graduation Committee in coordinating all decisions made with regards to planning. Any and all graduation notebooks and samples of notes are to be maintained by the current Graduation Coordinator for that given year and then returned to the LCHEA Board or incoming Graduation Coordinator after graduation.

The LCHEA Board will nominate and vote on approval of a Graduation Assistant who will be a LCHEA parent with a student in the current graduating class. This assistant will provide assistance to the coordinator as needed. The Assistant will report directly to the Graduation Coordinator.

The LCHEA Board will nominate and vote on approval of a Graduation Shadow. This person will be a parent of an 11th grade LCHEA student who intends to graduate with the LCHEA seniors the following year. The Graduation Shadow will learn from, follow, and work with the current Graduation Committee to better ensure success during their year of service.

## **Graduation Committee**

The Graduation Committee shall consist of all LCHEA seniors, their parents, as well as the Graduation Coordinator, Assistant, Shadow and a member of the LCHEA board. The Graduation Committee will work with the Graduation Coordinator with regards to planning by providing suggestions, submitting nominations, and making decisions when needed as outlined in the Voting section. All decisions voted on by the Graduation Committee will be followed and respected.

The Graduation Committee will participate in meetings throughout the year as determined by the Graduation Coordinator. All members will be placed on a Senior Forum where discussions will help facilitate additional planning and decisions as needed.

### **Graduation Package**

Each LCHEA Senior who wishes to participate in the graduation ceremony must purchase the LCHEA Graduation package. The cost for this package will be announced.

All checks must be made payable to LCHEA. The deadline for payment will be determined by the Graduation Coordinator. If, after the payment deadline, a student is withdrawn from the Graduation ceremony for any reason, no monies will be refunded. Any unused funds will be held for use by the following year's senior class.

The Graduation Package includes:

- Royal Blue Cap and Gown
- One tassel (your color choice)
- Navy Blue Diploma Cover with Soli Deo Gloria Seal (\*diploma not included)
- Refreshments for Seniors the day of graduation
- Facility fees, honorariums, flowers, programs, and other miscellaneous expenses associated with the ceremony
- Optional Reception, limited to remaining funds in Graduation budget, after all other ceremony expenses have been paid for

\* Each family will be responsible for providing their student's individual diploma.\*

The LCHEA Graduation Package does not include the following: invitations, DVD of ceremony and/or photo montage, graduation pictures, additional tassel, personalization of diploma cover, personalized diploma, etc. These are optional purchases that may be chosen by each family, as desired.

### **Date and Location**

The date for Graduation will occur within the 3rd, 4th, or 5th week of May. The Graduation Committee may submit nominations for a specific location to the Graduation Coordinator who will then work with the LCHEA Board to determine availability and cost. Based on location availability, the Graduation Coordinator will provide a specific date and time.

### **Voting Procedures**

Each LCHEA Senior will be limited to one vote. When voting, the majority of those participating in the vote rules, and everyone will be respectful of the decisions made. At graduation meetings, voting may be conducted either by secret ballot or show of hands as directed by the Graduation Coordinator. Voting conducted over the Senior

Forum will be moderated by the Graduation Coordinator and conducted with specific voting deadlines.

Seniors will vote on the following:

- \* Graduation speaker who has previously been approved by LCHEA Board
- \* Cover of graduation program
- \* Graduation music - corporate worship song and recessional
- \* Two Student speakers from the senior class

Use of any remaining Graduation budget funds (i.e., leave for next year's senior class or optional reception)

All other senior voting decisions, not listed above, must have approval from the LCHEA Board. Additionally, at the request of the Graduation Coordinator, seniors may be asked to provide suggestions and submit nominations with regards to planning the ceremony. Seniors with approval of parents may choose to wear academic cords during the graduation ceremony. The cords may be from outside honors programs, sports programs, or LCHEA honors programs.

### **Standard LCHEA Graduation Ceremony**

To give consistency in the LCHEA Graduation ceremony from year to year, the following guidelines have been provided as a standard:

**Invitation:** The LCHEA Graduation ceremony invitation will be determined by the Graduation Coordinator and will be approved by the Graduation Committee. It must use the LCHEA colors of royal blue and white (and/or silver). Invitations may be ordered by each family, if desired.

**Program:** Students will vote on the cover of the Graduation program. The program will include student biographies (with pictures, if desired), academic recognition section, and notation of National Honor Society and Senior Band members. The Graduation Coordinator will work with the Graduation Committee on additional components of the written program.

**Master of Ceremony:** The master of ceremony will be the LCHEA Chair with assistance from the Vice Chair. (If for some reason the Chair or Vice Chair do not feel comfortable with this position, the LCHEA Board will appoint a Master of Ceremony.)

**Non-Student Commencement Speaker:** Seniors will provide nominations for a non-student commencement speaker to the Graduation Coordinator. The LCHEA Board will approve/disapprove nominations and the seniors will make the final decision once each nominee has been contacted and availability/cost determined.

**Student Commencement Speakers:** There will be two student speakers from the senior class at the LCHEA Graduation. One student will give a charge to the LCHEA

senior class, and the second student will express appreciation for the LCHEA senior parents. Students desiring to speak at the Graduation will present a 2–3 minute sample of each speech to the Graduation Committee at a Graduation meeting. The seniors will vote on the two students to present their entire speeches (4–6 minutes in length) at the graduation ceremony.

**Music:** All music selections must be Christ-focused and worshipful, and have approval from the Graduation Committee. Two songs will be included during the Graduation ceremony: (1) corporate worship song/hymn which will be voted on by the Graduation Committee (2) a praise and worship song voted on and performed by the Senior Band under the guidance of the Senior Band Coordinator and Graduation Coordinator. A Senior Band Coordinator will be selected by the Graduation Coordinator and approved by the Board.

**Junior Marshals:** Junior Marshals will consist of a minimum of four junior students who will assist during the ceremony. A senior parent will volunteer to coordinate these students. They will first be chosen from among the National Honor Society members, based on academic grade point averages. If four junior marshals cannot be found within the NHS, then the volunteer coordinator will seek to fill with other juniors within LCHEA who meet high academic standards under the direction of the Graduation Coordinator.

**Conduct and Dress Code:** Conduct should represent Christ and be a Christian example to all who attend the Graduation ceremony. Students should not wear excessive makeup or jewelry and any riotous hair color or styles. Ladies need to wear dresses with no low necklines under their gowns. Young men should wear dress pants, dress shirts, and a tie. There should be no tennis shoes, flip-flops, or slide-on sandals. Sandals must have back straps for safety reasons.

**Order of Commencement Service:** The order of the service will be decided by the Graduation Coordinator. In addition to the items listed above, other components will include pledges to the Bible, Christian Flag, and American Flag, along with the National Anthem. Pomp and Circumstance will be played during the processional. A list of predetermined recessional music will be presented to the Graduation Committee for a vote. Participation of Color Guard and the Gideon Bible Organization are optional during the service, based on availability. The Awarding of the Diplomas will include the participation of the senior parents. Students may participate in the leading of the pledges, corporate worship song/hymn, invocation, and benediction.

**Other:** A Graduation videographer and/or photographer may be used during the ceremony, as determined by the Graduation Coordinator and Graduation Committee. A photo montage may be played before the graduation ceremony with photos provided by each senior. Photos can include early years, senior year, or other appropriate photo choices. A montage coordinator will be selected by the Graduation Coordinator from the Graduation Committee. Recorded music for the photo montage will be decided by the Graduation Committee and Montage volunteer with suggestions from seniors.



**Extenuating Circumstances:** Any and all requests for changes to the graduation guidelines due to extenuating circumstances must be presented to the Graduation Coordinator no less than thirty (30) days prior to the graduation ceremony.

**Graduation Coordinator Duties** include, but are not limited to:

- \* Give reports to the LCHEA Board regarding graduation meetings, decisions, planning, and activities.
- \* Determine location and dates of the Graduation meetings.
- \* Determine Graduation ceremony location, date, and time with LCHEA Board approval.
- \* Make final selection of Commencement Speaker, in coordination with LCHEA Board, based on senior voting and the availability and cost of the speaker.
- \* Make selections of Senior Band Coordinator, Graduation Secretary (record meeting minutes), and Graduation Treasurer (if needed) from the parents on the Graduation Committee.
- \* Make selection of Graduation processional music. Present several recessional music options to Graduation Committee for voting.
- \* Submit approval for Graduation invitation to the Graduation Committee. Invitation must have LCHEA colors of royal blue and white (and/or silver) and include LCHEA Bible verse, Proverbs 22:6.
- \* Determine selections of montage coordinator, videographer, photographer, or other outside help needed for the Graduation ceremony, taken from suggestions by the Graduation committee.
- \* Oversee the Graduation budget. May select a Graduation treasurer for additional help, if needed. Provide budget reports to the Graduation Committee throughout the year.
- \* Carry out all LCHEA Graduation Guidelines.

In order to participate in the Graduation Ceremony, it will be necessary for the senior and the parent(s) of the senior to read all of the Graduation Guidelines and sign a Senior/Parent Graduation commitment, a copy of which is attached hereto and incorporated herein by reference. Participation in the LCHEA Graduation Ceremony is a privilege, not a right.



# SENIOR/PARENT GRADUATION

## COMMITMENT FORM

Deadline for Commitment Form & Payment: \_\_\_\_\_

Parent(s) Names(s): \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

SENIOR'S NAME

\_\_\_\_\_  
Please print the senior's name exactly as you would like it to appear on ALL graduation publications (Example: Rebecca Jane Smith or Rebecca J. Smith).

Directions: Please read the statements below, sign, and return to the Graduation Coordinator.

I/we understand that the payment for the LCHEA graduation package will be due according to deadline posted by the Graduation Coordinator. If I/we withdraw our student(s) from the Graduation ceremony for any reason after the deadline, no monies will be refunded. I/We understand that in order to participate in the Graduation ceremony, it will be necessary for our senior and the parent(s) of the senior to sign the Senior/Parent Graduation Commitment Form.

I/we have read and understand the Graduation Guidelines with regard to the date/location, voting procedures, standard LCHEA Graduation ceremony details, and Graduation Coordinator duties and attest that we will abide by and support these guidelines as written.

By our signatures, I/we state that we have read and agree with the above statements and fully understand our commitment and responsibilities for the LCHEA Graduation ceremony.

Parent(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Information required for Graduation Gown/Tassel:

Student Height \_\_\_\_\_ Student Weight \_\_\_\_\_

Tassel color(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Extra tassel color(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Paid: \_\_\_\_\_ check \_\_\_\_\_ cash \_\_\_\_\_ Other \_\_\_\_\_

# DUTIES OF OFFICERS

**Chair** duties include, but are not limited to:

- \* Adhere to and support LCHEA Bylaws
- \* Fulfill responsibilities called for in the Bylaws
- \* Adhere to LCHEA Code of Conduct
- \* Set agenda for LCHEA Board meetings
- \* Attend and chair LCHEA Board meetings
- \* Appoint recording secretary for LCHEA Board Meetings
- \* File and maintain Board Meeting minutes and Co-Treasurer's reports (copies for Board)
- \* Sign checks if Co-Treasurer is unable
- \* Maintain copies of LCHEA records (Statement of Faith, Code of Conduct, Bylaws, Operating Guidelines, Orientation Handouts, etc.)
- \* Set-up and oversee all special communication venues that may be needed for LCHEA operations
- \* Respond to "Contact the Chair" and other email correspondence in a timely manner

**Vice-Chair** duties include, but are not limited to:

- \* Adhere to and support LCHEA Bylaws
- \* Fulfill responsibilities called for in the Bylaws
- \* Adhere to LCHEA Code of Conduct
- \* Attend and assist during LCHEA Board meetings
- \* Sign checks if Co-Treasurer is unable
- \* Assist Chair in other areas, as necessary
- \* Help to oversee all special communication venues that may be needed for LCHEA operations
- \* Oversees LCHEA storage unit

\* **Membership Coordinator** duties include, but are not limited to:

- \* Adhere to and support LCHEA Bylaws
- \* Fulfill responsibilities called for in the Bylaws
- \* Adhere to LCHEA Code of Conduct
- \* Support LCHEA Board-sponsored events
- \* Receive and process all applications for membership no later than 10 days upon receipt. Make note on the administrative website of those who are scholarship, board, or alumni.
- \* Submit form to Accounts Receivable Treasurer with new members and submit deposits of monies received from applications to the LCHEA Co-Treasurer no later than 20 days upon receipt of same. so the treasurer can appropriate funds.

- \* Upload a board welcome letter to the website to be automatically sent upon membership approval.
- \* Provide updated rosters for the LCHEA website and for Board members as stipulated by the Board
- \* Assist Chair with revisions to the Membership Application as determined by the Board
- \* Take Board Meeting Minutes, as needed, and publish
- \* Attend Board Meetings and provide Membership and Scholarship reports for the Board
- \* Check mailbox every 7-10 days. Update post office of any changes in LCHEA's contact information.

**Accounts Receivable Treasurer** duties include, but are not limited to:

- \* Adhere to and support LCHEA Bylaws
- \* Fulfill responsibilities called for in the Bylaws
- \* Adhere to LCHEA Code of Conduct
- \* Support LCHEA Board-sponsored events
- \* Attend Board Meetings
- \* Assist Accounts Payable with filing necessary federal and state tax forms
- \* Maintain account of the income of LCHEA
- \* Maintain record books making note of all receipt transactions
- \* Receive and deposit checks and monies payable to LCHEA into LCHEA's bank account
- \* Receive monthly statements for LCHEA bank account
- \* Balance LCHEA bank account monthly
- \* Work closely with the Accounts Payable Co-Treasurer to ensure complete and accurate accounting of funds and for cross-training of duties

**Accounts Payable Treasurer** duties include, but are not limited to:

- \* Adhere to and support LCHEA Bylaws
- \* Fulfill responsibilities called for in the Bylaws
- \* Adhere to LCHEA Code of Conduct
- \* Support LCHEA Board-sponsored events
- \* Maintain account of the expenses of LCHEA
- \* Write checks for LCHEA expenses reimbursing the appropriate member, business or organization
- \* Liability Insurance Policy renewals
- \* Close out prior fiscal year; File 990-N or 990EZ
- \* File Federal Tax Receipt with SC State Secretary Office
- \* Maintain record books making note of all expense transactions
- \* Establish a numerical system for designating each type of expenditure
- \* Attend Board Meetings and prepare Profit/Loss by Class and Balance Sheet for LCHEA Board (makes and distributes copies for each board member)

- \* Work closely with the Accounts Payable Co-Treasurer to ensure complete and accurate accounting of funds and for cross-training of duties
- \* Meet with Chair, VC, AR Treasurer to set budget and present to Board for review
- \* Set up PayPal buttons for LCHEA events
- \* Renew Post office box yearly

**High School Advisor** (Grades 9-12) duties include, but are not limited to:

- \* Adhere to and support LCHEA Bylaws
- \* Fulfill responsibilities called for in the Bylaws
- \* Adhere to LCHEA Code of Conduct
- \* Support LCHEA Board-sponsored events
- \* Attend Board Meetings
- \* Provide yearly homeschooling high school orientation night and mentor families as needed
- \* Assist advisors for Student Council North and West, National Homeschool Honor Society and Yearbook in any way necessary and keep board updated on their activities
- \* Share high school related information on the LCHEA loops
- \* Ensure a board member is part of the Graduation Committee and Prom Committee to provide assistance and regular updates to the Board
- \* Ensure at least one activity for high schoolers is held each semester

**Middle School Advisor** (Grades 6-8) duties include, but are not limited to:

- \* Adhere to and support LCHEA Bylaws
- \* Fulfill responsibilities called for in the Bylaws
- \* Adhere to LCHEA Code of Conduct
- \* Support LCHEA Board-sponsored events
- \* Attend Board meetings
- \* Share middle school related information on the LCHEA loops
- \* Assist advisors for Stanford testing, PSAT, Spelling Bee, Math Club/Mathcounts Competition, STEM activities and History Bee in any way necessary and keep board updated on their activities
- \* Ensure at least one activity for middle schoolers is held each semester

**Elementary School Advisor** (Grades K5-5) duties include, but are not limited to:

- \* Adhere to and support LCHEA Bylaws
- \* Fulfill responsibilities called for in the Bylaws
- \* Adhere to LCHEA Code of Conduct
- \* Support LCHEA Board-sponsored events
- \* Attend Board Meetings
- \* Oversee and assist when necessary the MOMS, MEEK and field trip advisors and keep Board updated about their activities

- \* Oversee LCHEA members who volunteer to organize age/grade related events as needed, to include Father/Daughter Dance, Easter Egg Hunt and Valentine Skating
- \* Oversee K5, 5th and 8th grade graduation ceremony

**New Member Coordinator** duties include, but are not limited to:

- \* Adhere to and support LCHEA Bylaws
- \* Fulfill responsibilities called for in the Bylaws
- \* Adhere to LCHEA Code of Conduct
- \* Support LCHEA Board-sponsored events
- \* Attend Board Meetings
- \* Respond to non-member emails
- \* Oversee homeschool orientations
- \* Welcome new members
- \* Oversee Curriculum sale(s)

**Web Administrator** duties include, but are not limited to:

- \* Adhere to and support LCHEA Bylaws
- \* Fulfill responsibilities called for in the Bylaws
- \* Adhere to LCHEA Code of Conduct
- \* Support LCHEA Board-sponsored events
- \* Attend Board Meetings
- \* Maintain LCHEA website (designing, creating, and modifying content and graphics for site pages), backing up data, and determining the source of problems of website when needed and troubleshooting those problems when necessary (fixing errors/issues in a timely manner to prevent redirects)
- \* Monitor web usage of the site
- \* Convert written/graphic/audio/video components to make them compatible with the website multimedia content
- \* Ensure the privacy of LCHEA membership from public access

**Board Member At Large** duties include, but are not limited to:

- \* Adhere to and support LCHEA Bylaws
- \* Fulfill responsibilities called for in the Bylaws
- \* Adhere to LCHEA Code of Conduct
- \* Support LCHEA Board-sponsored events
- \* Attend Board Meetings
- \* Work on any area assigned by Board