

# Member Handbook



for

## Parents As Teachers @ Home

Created March 2007  
Amended January 2010  
Amended May 2010  
Amended May 2011  
Amended June 2011

## Organization Name

The name of the organization shall be Parents As Teachers @ Home. Parents As Teachers @ Home will also be referred to as PATH.

## Mission Statement

Parents As Teachers @ Home is a Christian-based home school group that exists to provide encouragement, support, and fellowship to those who are seeking to teach their children at home. We invite all people regardless of creed, race, or ethnic background. However, it should be understood that PATH is committed to Biblical standards in all its endeavors, including activities, field trips, standards of behavior, and manner of interaction. We seek to provide an informational network to our members about teaching methods, educational opportunities, and pertinent current events. Our group is dedicated to supporting families in making their personal home education experience a rich and satisfying one.

## Membership Requirements

PATH membership is open to families who:

1. Home educate at least one child or have a pre-school child that will be home educated
2. Abide by the North Carolina home school laws
3. Pay a yearly membership dues
4. Submit a signed Membership Application
5. Submit a signed Release, Waiver & Indemnity Agreement
6. Submit a signed Participation Policy
7. Agree to and accept the policies stated within the Member Handbook, Bylaws and Mission Statement of PATH

## Membership Benefits

PATH members will receive:

1. The right to participate in PATH sponsored activities
2. Membership Directory
3. A monthly electronic newsletter
4. PATH Membership Handbook
5. The opportunity to contribute to information contained on the PATH website
6. Receive a PATH ID for each school age child and one parent
7. The opportunity to be a part of a CHEA Homeschool Support Group

## Membership Term/Dues

Each membership year shall be defined as a term from August 1<sup>st</sup> of one calendar year to July 31<sup>st</sup> of the following calendar year. Our membership drive will begin on May 1<sup>st</sup> of each year. Members will have the opportunity to participate in an Early Bird Registration period to receive a discount on the membership dues. Dues will be determined in advance of each year's membership drive and reviewed yearly by the PATH Board of Directors. New

members will receive a discount on the membership dues if requesting membership after December 31<sup>st</sup>. Membership dues are not refundable.

### Member in Good Standing

A Member in good standing is a member whose dues are paid, current year signed application is on file, which includes the Release, Waiver & Indemnity Agreement and Participation Policy, and is in agreement and adhering to the policies set forth in the Member Handbook.

### Meetings

Member Meetings - Member meetings will serve as a time to share business matters regarding PATH as well as a social time. These meeting will be held during the months of August, February and May.

Ladies Night Out - are meetings that will consist of several formats; social time, occasional guest speaker, specified topic, etc. Ladies Night Out evenings will be held several times each membership year.

Board of Directors Meetings – are open to all PATH members. The Board of Directors shall meet during the months of January, and July. Board of Directors meetings will be announced in the organizations newsletters and on its website. Special Board of Directors Meetings may be called by the President or any two other positions of the Board. The Board of Directors reserves the right to go into Executive Session to discuss matters that may impact the privacy of any member family.

### PATH Membership Guidelines

1. Parents and children are expected to show respect at all times to individuals leading, teaching or speaking during a PATH-sponsored activity. This includes listening attentively, maintaining silence while someone else is speaking and asking questions only after a raised hand has been recognized.\*
2. At least one parent is required to attend all PATH functions attended by their children and to assist when needed, unless otherwise specified. The parent needs to be continually on site throughout the time of the activity. One family may be responsible for only one other family's children at any given activity after obtaining prior permission from the activity coordinator.
3. Members are expected to present the highest standards of behavior when attending a PATH field trip, representing home schooling in the best possible way by dressing modestly and refraining from offensive language. Additionally, children and teens participating in PATH activities are expected to treat each other as brothers and sisters in Christ at all times.
4. PATH membership is required for participation in PATH sponsored field trips and activities. PATH dues as well as activity or event fees must be received by the payment deadline for the particular activity. If the payment deadline is missed and reminders are not answered, the Member will forfeit the right to participate in the event. Please note that if PATH is liable to a facility for the money not paid by a Member for an event, the Member's family will no longer be permitted to participate in PATH activities until the debt is resolved.

5. Each PATH member family will receive a Membership Directory. Members must not distribute to any resources outside of the PATH membership or use for personal gain, any member names, addresses, e-mail addresses, phone numbers, and other personal information.

*\*Parents are responsible for their children's behavior. If the child refuses to follow these guidelines after appropriate warnings, the leadership reserves the right to ask the parent to remove the child from the activity. Failure to abide by the above guidelines after appropriate warnings may result in dismissal from the activity or from PATH by a vote of the board.*

#### Conflict Resolution

Each member is expected to resolve any conflict with another member immediately, biblically and directly with the person involved. A grievance may be submitted to the PATH President who will bring it before the board for discussion. The board decision will then be communicated to the concerned person. We discourage PATH members discussing personal differences publicly, especially in relation to another PATH member, during PATH activities. Gossip of such nature is detrimental to the unity of the group and thus is strongly discouraged. Members who persist in such behavior may be asked to leave the group in order to maintain unity and order within the group.

#### Participation Policy

PATH meetings and functions are exclusively for members unless the Board of Directors announces in advance that the meeting or function is open to non-members.

Our goal is to make available, to all our members, the benefit of having access to a wide variety of opportunities and activities. To make this possible, it requires that all PATH members contribute something toward that goal. It is a membership requirement that all members take an active part PATH by signing up for a job(s), to help share the workload of maintaining our support group. Each year, at the time of our membership drive, members will have the opportunity to sign up for such job(s).

#### Returned Check Policy

If a Member's check is returned unpaid from their bank, for any reason, the PATH member will be notified and asked to replace the original check amount as well as a returned check fee, checks will not be re-deposited. The returned check fee will be based on the fee that the PATH bank account is charged. Currently (8/1/09) the returned check fee is \$7 per check. Checks will no longer be accepted from a Member if that said Member has more than two checks returned unpaid by their bank. The Member may still participate in PATH activities but all payments must be in the form of cash.

#### Job Descriptions/Service Opportunities

The following are descriptions of past and present PATH job/service opportunities. All PATH members must contribute a job/service per year to maintain their membership. PATH members may choose to take responsibility for more than one job. The Board of Directors welcomes any new area of service that a member is willing to coordinate. Activities and events will only exist as long as PATH has members that are willing to take on responsibilities.

Back to School Picnic Coordinator – this person is responsible for selecting a date, location, time for this event, as well as getting the word out via the groups Weekly Update. This person will also handle the RSVP's for this event. Generally this event is held at the beginning of the school year (Aug. or Sept.), families bring their own lunch and the coordinator organizes some group games for the kids. The main goal for this event is to give PATH families the opportunity to renew friendships or make new friendships.

Back to School Picnic Assistant – this person is responsible for working with the coordinator to assist in anyway needed.

Balloon Day Coordinator - this person will be responsible for picking the date of this event, time, location, figuring out the cost of the balloons, helium, ribbon, postage and postcards, announcing the cost per balloon, and working with the event assistants.

Balloon Day Assistant - (need two for this position) this person(s) will work with the event coordinator and assist as needed both before the event and during.

Box Tops for Education – Collects box tops for education and submits them twice a year to raise funds for PATH. At the beginning of each year, the coordinator will have available at the August Regular Member Meeting a list of all the products that contain a Box Top for Education Coupon. Website for details is [www.boxtops4education.com](http://www.boxtops4education.com)

Children's Theater Contact – School performances are announced mid-May. The Board of Directors of PATH will contact the theater mid-May and reserve blocks of seats for the available performances. The PATH Board will meet in July to assign the job assignments. The person assigned this job will be responsible for taking reservations from PATH members, keeping accurate records, collecting funds, giving the funds to the Treasurer and requesting the payment in a timely manner. Deadline for the performance reservations will be the PATH Kick-off meeting and money for all performances will be due at the PATH Kick-off meeting as well.

Children's Theater Performance Coordinator – a person who volunteers to be the coordinator for a certain Children's Theater performance. Duties for this position are: a couple of weeks prior to the performance you are responsible for, you should write up a brief notice reminding members of the performance and send it to the Weekly Update coordinator. In the notice make sure you include the request that if folks need PATH Guest ID's that they contact you by whatever time frame you need to get the Guest ID's. The day of the performance the coordinator should have a list of those families with reservations and check off the list as families arrive at the theater. Once all families have arrived the coordinator notifies the theater personnel that the group is ready to be seated. After the performance collect any Guest ID's and return them to the responsible party.

Community Service Coordinator (Fall) – this person is responsible for finding an Community Service project opportunity for PATH members to participate in during the Fall season. Past activities have been Operation Shoebox, Operation Christmas Child (Samaritans Purse). This activity can be combined with the Christmas Party, coordinate with the Christmas Party coordinator.

Community Service Coordinator (Spring) - this person is responsible for finding an Community Service project opportunity for PATH members to participate in during the

Spring season. In the past the group has used this event as a 'thank you' project for Sardis Baptist Church; we did a cleanup day.

Contenders for the Faith Coordinator – existing group, this person coordinates mom volunteers for the different activities taught during the school year, creates a calendar/schedule for the group. This position can have a co-coordinator.

Field Trip Coordinator – this person will select an activity, contact the location if reservations are necessary, gather detailed information, announce information to the group, coordinate sign-up, collect money if necessary, and handle the activities at the event.

God's World News Coordinator – this person is responsible for obtaining and placing orders, collecting money and distributing the God's World News magazines.

Holiday Activity Coordinator (Christmas Party) – this person will coordinate a Christmas party for the PATH members. The coordinator will share information about the event via the Weekly Update, coordinate volunteers to bring snacks and drinks and arrange for some Christmas theme activities.

Holiday Activity Coordinator (Easter Egg Hunt) – this person will select a location for the Easter Egg Hunt, select a date, announce information to the group, coordinate sign-ups, handle activities at the event.

Holiday Activity Coordinator (Gingerbread House Contest) – this event takes place during the PATH Christmas Party. The coordinator takes RSVP's for those wishing to participate in the contest, creates display cards with assigned numbers, arranges for judges (people outside of PATH), gets award ribbons (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) and creates participation certificates for those that didn't win. The coordinator also handles the announcing of the awards and certificates at the party.

Holiday Activity Coordinator (Harvest Celebration) – this person will select an activity (ie – pumpkin farm or picking), find a location, gather detailed information, announce information to the group, coordinate sign-up, collect money if necessary, handle the activities at the event.

Holiday Activity Coordinator (Valentine's Day Bowling Party) – this person will contact the bowling alley, negotiate a price, reserve necessary lanes, announce information regarding date and cost to the group, coordinate sign-up, collect money, coordinate lane assignments, supply Valentine Card bags, handle the activities at the event.

Ice Cream Social Coordinator – this person is responsible for picking the location for the ice cream social (in the past its been held at Stallings Park), handling the RSVP's, making sure we have enough of what is needed (ice cream, bowls, spoons, etc.)

Ice Cream Social Assistant - this person is responsible for working with the coordinator to assist in anyway needed. Possible idea would be coordinating an group game for the kids.

Indoor Picnic Coordinator – this person is responsible for coordinating an indoor pizza picnic party. This event is generally held in the winter (January). The event includes pizza

and drink for lunch and some simple group activities for the kids (relays, twister, crafts). This person would be responsible for getting the word out to the group about the event via the Weekly Update, handling the RSVP's, ordering the pizza and coordinating anything that was needed for the event to take place.

Indoor Picnic Assistant - this person is responsible for working with the coordinator to assist in anyway needed.

Keepers of the Faith Coordinator (Younger Girls 6 to 9) – existing group, this person coordinates mom volunteers for the different activities taught during the school year, creates a calendar/schedule for the group. This position can have a co-coordinator.

Ladies Night Out Coordinator(s) – this person is responsible for coordinating a topic or speaker for one of the following months, September, October, April. The December coordinator will find a location for the “Annual Dinner Out”, make reservations if necessary and communicate details to the Weekly Coordinator for distribution to the membership.

NC Dance Theater Contact & Coordinator – this person contacts the theatre to see what performances are available to school age children. The information should be made available to the group as soon as possible. If there is interest, then this person would contact the Theater, make necessary arrangements for reservations, handle the RSVPs from PATH families, collect money, work with the PATH Treasurer to deposit and request necessary funds and coordinate the group at the theater the day of the event.

Opera Carolina Coordinator – this person contacts the theatre to see what performances are available to school age children. The information should be made available to the group as soon as possible. If there is interest, then this person would contact the Theater, make necessary arrangements for reservations, handle the RSVPs from PATH families, collect any necessary money, work with the PATH Treasurer to deposit and request necessary funds and coordinate the group at the theater the day of the event.

Park Day Coordinator – this person selects a day, time and park. This information will be announced to the group via the newsletter and website. Also need to come up with a way that PATH members, especially new members, can find other PATH members at the park.

PATH ID Badge Coordinator – this person will be responsible for making, distributing ID badges. This position requires that the person have knowledge of Microsoft Publisher and the ability to receive via email and manipulate photos. This position also requires a trip or two to Office Max to get the ID badges laminated.

Spelling Bee Coordinator – this person is responsible for finding out whether PATH students are interested in participating in a Spelling Bee, and organizing practices as needed or requested. The coordinator needs to find out the time and place of the homeschool spelling bee (usually held through CHEA), advertise, and set up practice times and places.

Testing Coordinator – this person would be responsible for finding out the need from PATH members regarding group testing, and then ordering and administering the tests if there is interest. This includes deciding on the test to be administered, finding a suitable location, finding suitable proctors, advertising to the group, collecting monies for the test,

distributing results, etc. Please note that the coordinator and proctors may be required to have a bachelor's degree, depending on the type of standardized test chosen.

Testing Proctor – this person would assist the Testing Coordinator during the testing period with organizing the students and administering the test. Duties include set up and breakdown of the testing rooms. Please note that this position may require a bachelor's degree, depending on the type of standardized test chosen. Proctors may be required to assist in one-on-one test administration, if needed. Proctors are usually parents of those students testing, but this is not a requirement.

Tween/Teen Group Activity Coordinator – this person would be responsible for organizing a couple of activities for our pre-teens and teens (ages 11 & Up) during the school year. This job may require a co-coordinator. The coordinator and co-coordinator would be responsible for enforcing the following rules of behavior for these activities:

- Parents retain responsibility of supervising their student (no drop offs)
- Guests of an attending PATH member are allowed if accompanied by a responsible adult
- Use of electronics are not allowed during the event

Website Manager – this person is responsible for managing the [www.pathnc.org](http://www.pathnc.org) website and coordinating all information contained therein with the PATH Directors.

Weekly Update Coordinator – members of PATH may transmit via email or in writing, information to the coordinator for distribution to the PATH members in a weekly update, generally emailed each Friday. The person taking on this job should be familiar with a computer and be able to setup and maintain an email distribution list.

Yearbook Coordinator – this person would be in charge of the creation of the PATH yearbook. This position requires a computer, knowledge of a graphic program and the ability to receive and manipulate pictures via email. The coordinator would also make the necessary arrangements to get the finished book printed.

### PATH Government

PATH is a registered, nonprofit organization governed by a Board of Directors whose members are nominated and elected from and by the PATH membership. A board member will uphold the PATH Mission Statement and Bylaws, have home schooled for at least one year, abide by North Carolina home school laws, and is a PATH member in good standing for at least one year prior to serving on the Board of Directors. They must demonstrate leadership qualities, a willingness to serve and an ability to work as a team. The PATH board will maintain the finances of PATH, record and keep notes of board decisions and PATH meetings, maintain the website, receive and update membership, oversee coordination of PATH activities and field trips and generally vote on all decisions that affect the group as a whole. Board officers and positions are as follows:

### Board of Directors Officers

President –The president shall be responsible to provide leadership and direction within the organization, set the agenda and preside over all meetings. The president will insure that group activities under PATH name, will comply with the guidelines set forth in PATH By-laws and Mission Statement.

Vice- President – The vice-president will assist with the president’s duties and preside over any meetings where the president is absent.

Secretary – The secretary will maintain membership records, keep written minutes of board and regular meetings, and maintain and update the PATH directory.

Treasurer - The treasurer will maintain a checkbook for PATH, receive payments for activities and make disbursements of funds approved by the board.

Member at Large – shall be a voting member of the Board of Directors.

#### Term of Office

The board members shall serve one year per election. There is no limit to the number of consecutive terms a board member can serve. However, at the end of each term, the Board member must be nominated and re-elected by a majority present at the May Regular Member Meeting.

#### Quorum

A quorum of the Board of Directors shall consist of a majority of members of the Board of Directors and their action must be passed by a simple majority of the vote. Proxies shall not be allowed for any votes. There shall be one vote per Board of Directors position.

#### Meetings

The Board of Directors shall meet for regular Board of Directors Meetings no less than once a quarter. Board of Director Meetings will be announced in the organizations newsletters, on its website and via email reminders. Special Board of Director Meetings may be called by the President or any two other positions of the Board of Directors. These meetings shall be open to members. The Board of Directors reserves the right to go into Executive Session to discuss matters that may impact the privacy of any member family.

#### Nominations, Election Dates and Guidelines

Nominations for up-coming elections will be accepted at the February Regular Member meeting. All nominations must be presented to a current Board of Directors in writing.

Elections to fill positions on the Board of Directors will be held at the May Regular Member meeting. Prior consent of nominee(s) shall be obtained. Elections shall be by ballot, proxies will not be permitted. A simple majority of the members in good standing present at the May Regular Member meeting shall elect the new Board of Directors positions.

## Vacancies

In the event of a vacancy on the Board of Directors, a majority of the remaining Board of Directors shall nominate a replacement(s) to fill the unexpired term.

# Field Trip Guidelines

- If you sign-up for a field trip it is a commitment on behalf of your family that you will attend unless there is sickness or some other emergency. Many of the field trips depend on numbers and your absence could cause the entire trip to be canceled. Refunds are not available for most field trips.
- We are attending these trips together as PATH and should remain together unless groups are separated purposely.
- A PATH members, please always remember to wear your ID Badges. Each family is required to have an ID badge for each school age child, and at least one parent. If another family member is attending please contact the field trip coordinator to arrange for a Guest ID badge.
- We represent homeschoolers and for some people it may be their first impression of homeschoolers. We need to strive to be respectful and use our manners towards one another and to the property of which we are visiting.
- Please pay close attention to the sign-up dates and register your family by emailing or phoning the field trip coordinator at the appropriate times. If money is required, make checks payable to PATH unless otherwise noted.

# Parents As Teachers @ Home

## Guidelines for Handling PATH Funds

### Collecting Funds regarding a Field Trip/ Activity

As a field trip/activity coordinator it is your responsibility to collect all the payments pertaining to your field trip/activity.

Collect all funds early enough, leaving the required time (at least one week) for the Treasurer to return a PATH check to you. Keep in mind that our bank account does not have a lot of money in it, so deposits have to be cleared before a check can be written. It sometimes takes up to 7 business days to clear a check and have the funds become available.

All checks must be made out to PATH or Parents As Teachers At Home.

Make sure all the information on the checks is written correctly.

Visit the PATH website, [www.pathnc.org](http://www.pathnc.org) click on Member Info., click on Forms and print a Deposit Summary. List all checks on the summary, total the summary, total the checks, make sure both match. If you need a check in return, please print a Check Request from the Member Info., Forms section. Make sure to complete all the necessary information before submitting the Check Request to the PATH Treasurer. If you wish the PATH check to be mail directly to a facility, please include a pre-addressed envelope and any necessary forms that should be included with the check.

### Requesting a Reimbursement from PATH

With pre-approval, if personal money is spent and you need to be reimbursed you must fill out a Check Request ([www.pathnc.org](http://www.pathnc.org), Member Info, Forms). Complete the following portions of the Check Request:

- Requesting a check for
- Person requesting check
- Date Requested
- Needed by
- Check Payable to
- Amount
- Return check to (if you want it mailed, include a pre-addressed envelope)

You must attach a copy of the original receipt showing the amount spent. This amount should match the amount being requested. The request for reimbursement must be made within 30 days of the expense. After the 30 days, the reimbursement will be considered by the Board of Directors based on funds available.

\*\*\*If you have any questions regarding the Guidelines, please contact our PATH Treasurer, Sarah McDowell (704) 882-3745 or PATH Director, Marie Beavers (704) 246-3828\*\*\*

**Check Request  
for  
Parents As Teachers @ Home Activities**

Requesting a check for \_\_\_\_\_  
(name of activity)

Person requesting check \_\_\_\_\_

Date Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_      Needed by: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(must be at least 1 week after submitted)

Please check that all checks are:

- Dated correctly
- Amount written correctly
- Made out to either PATH or Parents As Teachers At Home

Check payable to \_\_\_\_\_

Amount \$ \_\_\_\_\_      Deposit Amount \$ \_\_\_\_\_

Return check to \_\_\_\_\_  
(if mailing to a facility, please provide a pre-addressed envelope)

Additional information \_\_\_\_\_

\_\_\_\_\_

<p><b>Office Use:</b></p> <p>Processed by: _____</p> <p>Date: ____/____/____      Check #: _____</p> <p>Check was _____ on ____/____/____ (mailed or picked up)</p> <p>Picked up by: _____ (signature)</p>
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