

Renewing Member Application Policy

Policy number	F-002
Category	Membership
Date of Approval (or Revision)	September 30th, 2023
Effective Date	October 15 th , 2023
Sponsor	Membership Ambassadors
Version	1.6
Review Frequency	Annually

PURPOSE

The purpose of this policy is to establish the annual renewal procedures for member families who would like to continue membership in Cornerstone Family Schools.

DEFINITIONS

Family – As defined in the CFS Bylaws.

PROCEDURE

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

*Renewing members will submit 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 and agree to the participation policy
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)
6. Update the member profile

NOTES:

1. Renewing Members will work with their cell group leaders to volunteer in two areas and, if they are participating in CFS group testing, at least one day there. (Three days of volunteering for testing would cover all volunteer requirements.)
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 (new or renewing applicant deadlines) by formally notifying the CFS Membership Ambassadors for approval.
4. Members who choose not to renew will be removed from the membership list after renewals.

Renewal of membership shall be automatic unless the member is otherwise notified by the Board pursuant to authority hereinafter granted to said Board. If a membership has lapsed for 2 full academic years or more, the family must reapply as new members by the new member application deadline.

If a membership has lapsed for less than two years, it will be treated as a renewing membership but with the new member application deadline.

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 or renewing member at any time for any reason(s) undisclosed to the applicant. Termination will be considered when a motion to terminate a family's membership is made by a Board member. Termination of membership must be approved by a unanimous vote of the Board.

*Renewing members who submit the application form and payment after the renewing member deadline will be charged a \$60 late fee. Late renewing applications are accepted through the last board meeting of July. If a circumstance arises that makes either of these deadlines difficult, please tell the membership ambassador or your cell group leader the situation and request an extension.

If an extension is not requested, applications submitted after July 15th will not be considered for the fall semester.

Reapplications will be accepted between July 16th and January 1st for the spring semester.

The board may grant exceptions to specific policy requirements, including deadlines.

VERSION HISTORY

Version	Description	Date
1.2	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. 5. Added – Reapplications will be accepted between July 2 nd and January 1 st for the spring semester -Barnell	4/2016
1.3	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. - Pendergrass	10/2017

1.4	<ol style="list-style-type: none"> 1. Changed the renewing member deadline to June 1. 2. Clarified actions and requirements for renewals accepted after the June 1 deadline. -Pendergrass 	4/2019
1.5	<p>Changed statement about termination to match bylaws Changed renewal procedure</p>	2/2023
1.6	<ol style="list-style-type: none"> 1. Changed specific dates to more general new or renewal deadlines. 2. Changed volunteer sign-up to working with cell group leaders to find two volunteer areas. 3. Stated each family participating in CFS group testing needs to assist with one day of testing in addition to their two volunteer areas. -Riddle 	9/2023

Appendix A
Cornerstone Family Schools
Fee Schedule 2023

Potential Members:

Non-refundable application fee to cover background checks	\$ 32
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 by renewal deadline for renewing members, or at new member orientation for new members, and \$65 by December 15th. Late fees must be paid at time of renewal.

Notes:

- ~Families whose oldest child is 2nd grade or younger will only need to pay the \$32 application fee.
- ~Renewing members whose oldest child will be in 2nd grade or younger in the coming year will not pay any fees.
- ~Families with one parent may pay ½ the application fee.
- ~Step-parents should be included in the background check fees for blended families.