

Membership Application Policy

Policy number	F-001
Category	Membership
Approval/Revision Date	September 30 th , 2023
Effective Date	October 14 th , 2023
Sponsor	Membership Ambassador
Version	1.6
Review Frequency	Annually

PURPOSE

The purpose of this policy is to establish guidelines for acceptance of prospective families who seek Cornerstone Family Schools' membership.

DEFINITIONS

Family – As defined in the CFS Bylaws.

RELATED POLICY

A-001 Annual Standardized Testing, A-002 Quarterly Report, G-006 Conduct Policy

PROCEDURE

Application Procedure

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

Prospective Members will complete and submit the following forms and fees by July 1st (for the fall semester) or by January 1st (for the spring semester).

1. Membership Application*
2. Pastor Recommendation Form
3. CFS Release of Liability
4. Background Check
5. Non-refundable application fee to cover the background check (In 2023 it was \$32 for a two-parent household, but the fee may be adjusted on the website without notice if the fees change.)

*Notes:

1. Prospective members will acknowledge in the electronic application form that they completely agree with the CFS statement of faith with no changes/amendments and they must have completed the Kansas Department of Education non-accredited private school registration form.
2. New members must be aware of and comply with CFS policies. This includes the requirements for annual standardized testing ([A-001](#)), quarterly reports ([A-002](#)), and the conduct policy ([G-006](#)).

Once all the above paperwork is received, the Membership Ambassador will schedule interviews with the prospective members and the CFS Board representatives. Applications and interviews should be complete before the July and January board meetings in order for new members to be accepted for that semester, unless the board makes an exception.

At the next CFS Board meeting following completion of the interview, the Board member(s) who performed the interview will present information regarding the potential members to the CFS Board for consideration and a vote. As required by CFS By-laws, the vote must be unanimous in order to be approved for membership.

For new members who are approved by the Board, the following actions are taken:

- 1) The CFS Membership Ambassadors will approve the new member application on the administrative side of the CFS website and inform the family of their approval as CFS members.
- 2) The CFS Membership Ambassadors will assign the new member family to a cell group and the cell group leader will contact the new family to introduce themselves.
- 3) The CFS Membership Ambassadors will schedule a new member orientation after the new members have been approved by the CFS Board. At least one parent is required to attend the new member orientation.
- 4) The new member family will pay their required fee in accordance with the CFS fee schedule (Appendix A-current amounts are on the website) prior to or during new member orientation.
- 5) The new member family will pick two volunteer areas for the current year and agree to help with one day of testing if their family will participate in the annual CFS standardized testing (3 days would fulfill all volunteer requirements).

For applicants who are not approved by the CFS Board, the CFS Membership Ambassadors will send a letter/email of denial which may or may not list the reason(s) as to denial of membership. 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 for any reason(s) undisclosed to the applicant.

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 by formally notifying the CFS Membership Ambassadors prior to January (or at renewal). This change in membership will require a unanimous vote by the CFS Board during the January CFS Board meeting.

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

VERSION HISTORY

Version	Description	Date
1.2	Updates 1. Took out sentence--Application deadlines may be waived on a case-by-case basis by the CFS Board.	4/2016

	<p>2. Added sentence—The board may in rare circumstances grant exceptions to specific requirements of this policy.</p> <p>3. Changed date from September 1st to August 1st</p> <p>4. Added--7. New members must be aware of and comply with pertinent CFS policies</p> <p>-Barnell</p>	
1.3	<p>1. Clarified which forms were completed electronically and identified which forms were agreed to by the perspective members.</p> <p>2. Deleted “interview committee” since interviews are performed by Board members either individually or in unison.</p> <p>3. Clarified when dues are required to be paid for members who join for second semester.</p> <p>- Pendergrass</p>	10/2017
1.4	<p>1. Clarified and added actions to be taken after approval or denial of new membership. Updated application fee amount and requirement for background check.</p> <p>-Pendergrass</p>	4/2019
1.5	<p>1. Changed wording from Pastor Letter to Pastor Form</p> <p>2. Change application fee to \$32 to cover cost</p> <p>3. Changed information about new member orientation. -Helt</p>	7/2022
1.6	<p>1. The background check fee may change and will be noted on the website, so wording of policy does not need to be changed when fee is adjusted as long as it simply covers background check.</p> <p>2. Highlighted policies most needed to be reviewed by incoming families at time of application.</p> <p>3. Kept application deadlines, but noted July/January board meetings as last preferred date of exceptions to reduce work load on Board.</p> <p>4. Added volunteer requirement of help with testing at least one day for each family participating in CFS group testing (3 days would fulfill all volunteer requirements). -Riddle</p>	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 background check 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 checks and fees for blended families.