

## **Guidelines for BHEA Clubs, Teams and Groups**

*It's an exciting time to be a part of BHEA. We're growing! BHEA is blessed with many groups and clubs, all started by members with an interest in enhancing the lives of our children. Thank you to those who already lead a group or club. We hope these guidelines assist you in leading your groups well and for smoothly transferring that leadership to others when the time is right. We also hope these guidelines provide direction for those interested in forming a new group or club. We welcome new opportunities for our families!*

### **Operating Guidelines for Official BHEA Clubs, Teams and Groups**

#### ***Leadership and Transitioning Leadership from Year-to-Year***

- By definition, all BHEA-related clubs, teams and groups ultimately fall under the supervision of the Board of Directors. Therefore, the board is responsible for the final approval of all groups and group leaders serving in the BHEA community.
- The BHEA Board of Directors reserves the right to remove a leader if it is deemed they have violated the spirit of BHEA or BHEA guidelines.
- When you are ready to pass along the leadership of your group, please notify the board at [directors@bhea.net](mailto:directors@bhea.net). We ask that you bring any suggestions for a successor to the board. The board of directors is responsible for the final approval of your successor/s.
- Please provide a general summary of procedures (what you do and how you do it) to the board to help with continuity for future group leaders (for example, History Share, Science Fairs, etc.).

#### ***General***

- BHEA Behavior and Conduct (including Dress Code) Guidelines apply to all BHEA clubs, teams, groups and activities. See the ***BHEA Handbook*** for more information.
- Seek board approval in advance for any use of BHEA's name and/or logo. Please include proof photos for review, where applicable.
- As you establish your group's policies and guidelines, please supply a copy to the board of directors. These are kept on file in the board policies manual and they help us to understand and support our groups better.
- Publicity and public relations: Please contact the communications coordinator for guidance *before* promoting your group or activity in the public domain. This includes ads or stories in the newspaper, radio, TV, etc. This is for the protection of BHEA and its member families.
- Please do not post meeting location information in public places or on social media that has not been locked down to members-only. For example, the *BHEA Homeschool 101* page is a service to the greater homeschooling community, and therefore it is not members-only. If

you are using social media, such as Facebook, to communicate with and organize your group, please use appropriate privacy controls.

- Whenever possible, please call upon other BHEA members for any paid roles (for example, tutoring, photography, catering, making signs, decorating, etc.). You can access this information via the business directory on the website or you can post a question on the loop or Facebook page. We want to support our member families in every way we can.

### ***Finances, Contracts and Agreements***

- Any contracts or agreements, including facilities use agreements, must be approved and signed by a representative of the BHEA board of directors.
- BHEA does not assume the financial responsibility for any club, team or group.
- Any major expenditure requiring support from BHEA should be discussed with the BHEA Treasurer. She will provide you with a reimbursement request form. No reimbursements can be given without this form and a receipt. Please submit all receipts and reimbursement request forms to the Treasurer within 30 days after the event.

### ***Conflict Resolution***

- Conflict happens. As a group leader, you may encounter conflict that you cannot resolve yourself or by using the tenets of Matthew 18. Sometimes complaints are brought directly to the board, and in order to understand and assist in reaching resolution and restoration, you may be approached by the board to help us understand the full picture. Please don't be offended or alarmed by this. Likewise, we invite you to keep us in the loop if any problems should arise. We want you to be able to use your gifts joyfully.

### ***Disbanding a Club, Team or Group that You Lead***

- If you are considering disbanding your group or club, please contact the board of directors *in advance* to discuss the details.
- All club/group debts must be settled by *the group* prior to disbanding.
- Should a BHEA-related club, team or group disband, all moneys and assets belonging to the club will automatically revert to BHEA and be placed in the BHEA General Fund.

### ***Communicating and Promoting your Club, Team or Group within BHEA***

- **Calendar:** To add your group, team or club meetings to the calendar, log in to your account at [www.bhea.net](http://www.bhea.net). Click on "BHEA Calendar" found on left sidebar. Click on "Submit New Event" and follow the prompts to fill in your meeting details. There are set-up options for recurring meetings. Please be sure to fill in the "Recurrence Ending Date" at the bottom of the page. Activities submitted on the calendar will be routed to the activities director for final review and publication. You may contact her at [activities@bhea.net](mailto:activities@bhea.net) with any questions. Note: All calendar items are automatically included in the *Weekly Update*, delivered to all members' email boxes each weekend.

- **E-alert:** You may request that a targeted e-alert be sent to notify the specific targeted segment of our membership about your group, special events, competitions, meeting details, etc. Send all the pertinent details to: [ealert@bhea.net](mailto:ealert@bhea.net). Announcements of subsequent meetings, announcements and other events will also need to be submitted for distribution in this same way, although you are welcome to post regular reminders yourself via BHEA's social media (Facebook groups and the Yahoo group).
- **This Week at BHEA:** Sometimes, you may need reminders to be sent out about actions that need to be taken, such as signing up or turning something in. These reminders can be included in the weekly *This Week at BHEA* post by emailing [communications@bhea.net](mailto:communications@bhea.net) by 2 p.m. on Sunday afternoons. Note: *This Week* is posted during the academic year only.

### ***Fundraising Policy for Clubs and Groups***

As BHEA continues to grow and more clubs and groups are formed, the need for fundraising grows along with that. To accommodate all groups fairly and not overwhelm our members, please follow these policies when considering a fundraiser for your group. Please read carefully.

- Submit fundraiser ideas to the board of directors ([directors@bhea.net](mailto:directors@bhea.net)) for approval *in advance*. If your fundraiser idea involves a product, please have a sample, photo or proof available, especially if it involves use of the BHEA name or logo. The more information and time you can give the board to review your proposal, the better.
- Each group may request to hold lunch fundraisers during enrichment classes. Our desire is for these opportunities to be fairly distributed amongst the clubs, groups, troops and packs. Email your requested date to the enrichment team ([enrichment@bhea.net](mailto:enrichment@bhea.net)).
- Once your fundraiser is approved, see the section marked "*Communicating and Promoting*" (above) for information on all the ways we can help you get the word out using BHEA's website and social media.
- Our goal is to fairly accommodate the needs of all of BHEA's groups, teams and clubs while maintaining our support group's integrity. No one wants to feel like they are constantly being asked for money. Therefore, we limit fundraiser promotion to BHEA groups only. Please do not post fundraisers for groups outside of BHEA (e.g., your church's youth group) on our Facebook pages.

### **Guidelines for Starting a New Club, Team or Group within BHEA**

If you want to start an official BHEA club, team or group, please organize a request to submit to the board for review and approval ([directors@bhea.net](mailto:directors@bhea.net)). The request should be as informative as possible and include:

1. The group, team or club's name and purpose. If your new group is to be a chapter of a larger organization, please provide information about that.
2. The target sub-membership within BHEA, if applicable (e.g., preschool, teens, parents, etc.).
3. Proposed meeting days, times and location.
4. Leader(s) contact information (full name, email, and cell phone number).

5. Information about any fees associated with the team, group or club. If there are fees, who will be responsible for keeping track of the money?
6. Information about any fundraising associated with this group, team or club.
7. Any other pertinent information about the team, group or club.

Please allow sufficient time for the board to review your request. You may also present your request in person, if you prefer, at one of our scheduled board meetings. If your request is approved, please follow the guidelines above in leading your group.

***Please direct any questions about these guidelines to [directors@bhea.net](mailto:directors@bhea.net).***