

Moose Creek Baptist Church
Homeschool Co-op
Effective Dates: September 10, 2021—May 20, 2022

ADULT INVOLVEMENT & COST

Each member family **will contribute** to the administration of the co-op. This is an all-volunteer co-op. Membership fees are \$50 per family per year. Member families are expected to be active contributors to the co-op, participate in planning and organizational meetings, and remain on the property for the duration of Co-op days. Non-member families are expected to stay on campus and assist for the registered class(es) only. Class tuition is discounted for Co-op families. Supplies not covered under specific class fees are the responsibility of each family. Co-op does not own any class supplies purchased by families. If your family cannot afford membership fees, tuition, class supplies, grants may be available based upon financial need. Please contact the MCBC Pastor or MCBC Homeschool Co-op Supervisor.

ALL Adults:

- Willing to assist wherever the Co-op Day Administrator or Supervisor assigns.
- Guide and assist when necessary and keep things orderly.
- Help with any set up and clean up.

All Member Adults:

- Willing to assist wherever assigned. Remember, many hands make light work!
- Guide and assist when necessary and keep things orderly.
- Attend planning Co-op meeting(s); be willing to serve as a Class Leader.
- Help set up and clean up.

Available Membership Roles

- *Class Leaders*
 - *Create and lead a semester long or yearlong class for either elementary, middle, or high school students. Class may be academic in nature or enrichment or a club style.*
 - *Communicate to parents/students required materials and supplies for your class.*
 - *For high school classes only, provide a course description complete with credit hours, evaluation information, and communicate students' semester grades to parents for transcript purposes.*
 - *Find a "substitute" teacher in the event that you are unable to attend a co-op day.*
- *Field Trip Administrator*
 - *Communicate details of field trip to families, including details such as time, place, activity, any necessary paperwork.*
 - *Oversee trip sign-up and paperwork collection, if applicable.*
 - *Arrange for payment – collect cash in advance from families.*
 - *Submit money reports to Supervisor after each trip.*
 - *Coordinate with Supervisor and Class Leaders to plan future trips.*
- *Co-op Day Administrator*
 - *Create name tags for first fall co-op day (for children, parents, & visitors).*
 - *Assign adults to the schedule as age group volunteers.*

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- *Set up entry –put out nametags and any necessary paperwork such as sign-in/out sheets.*
- *Insure all parents' sign in and out at the beginning and end of either Co-op day or registered class period.*
- *Help Class Leaders gather supplies, as needed.*

- *Events Administrator*
 - *Coordinate with Supervisor and Member families to plan various monthly or quarterly special events such as, but not limited to: Mom's Night Out, Special Theme Celebration Days (Plimoth Plantation Day, Frontier Day), Service Projects (Eyeglass Recycling, Food Bank, Rescue Mission).*
 - *Communicate details of special events to Member families, including details such as time, place, fees, whether or not restricted to membership, and any necessary paperwork.*
 - *Oversee activity sign-up, payment collection (if applicable), and paperwork collection.*
 - *Submit money reports to Supervisor after each Special Event if payment is involved.*

- *Communications Liaison*
 - *Take photos at Co-op events.*
 - *Promote Co-op activities and events (including on social media).*
 - *Be proactive about reminding participants about upcoming Co-op activities and events (via text or email).*
 - *Be willing to take and give messages for/to various Administrators, Co-op Supervisor, and MCBC Pastor in the event of unavailability.*
 - *Communicate with Supervisor and other Leadership Roles to distribute necessary information to Co-op Member Families, including Membership renewal.*

_____ (Initial Here) **I have read this page in its entirety and understand that I will be serving in a completely volunteer capacity.**