

Northern Colorado Homeschool Association Event Attendance Guidelines

Approved 10/2012

1. NOTIFICATIONS

All NCHA Field Trip & Event details will be announced via email to the group and posted on the Calendar.

In order to avoid confusion, public events (i.e.g, not exclusive to NCHA members) will NOT be displayed on the calendar. An email inviting others with the tag line "SOLICITATION" prefacing the email subject will be used for those events. Please see our solicitation policy for more details.

2. SIGNING UP

Field Trips & Event sign-ups and questions should be directed to the organizer OFFLIST and not mailed to the entire group. This means that attendees should not reply to the entire email list when they sign up or have questions for the event organizer, and should instead use the organizer's private email address. The organizer is responsible for keeping track of all monies collected and all RSVPs if applicable.

We understand and appreciate that there are a wide variety of homeschooling philosophies. However, if you RSVP to an event, out of respect for the organizer's time and the representation of our group, we expect you to attend, barring a crisis or illness. If you are uncomfortable with making that commitment, please ask the organizer if you can respond as a "maybe".

When you sign up for an event, please save the event information and the organizer's contact information and/or copy it to your calendar.

3. DEADLINES/WAITLIST

Many events have a sign-up deadline, either imposed by the facility or set by the organizer in order to know if there will be enough people to commit to the event. In an effort to reduce the email traffic on the list, we are suggesting that organizers only announce a field trip once, with a reminder shortly before the event, often after the sign-up deadline has passed. It is your responsibility to be aware of sign up deadlines when events are announced. If you haven't decided whether to go, please make a note to yourself to RSVP before the deadline.

4. PAYMENT

If payment is required either by the organizer or the facility, the organizer may collect payments in advance by a predetermined payment deadline, and you won't be officially signed up until your payment is received. Payment will be accepted by the organizer ONLY, and may be Cash, Check or Paypal if the organizer accepts it. If a minimum number of participants to a free event is critical, an organizer may charge a small fee to reserve a spot to ensure attendance. If you attend or arrange for another to take your spot, you will receive your money back at that time, and unused funds will be donated to NCHA.

If you are unable to attend a field trip after you have submitted your payment, the organizer may not be able to provide a refund. If you wish, you may make arrangements to transfer your payment to another NCHA member. Refunds may be provided if the venue, presenter, or the organizer has to cancel the event. If payment was received after the payment deadline, or it is a substantial class participation fee, you may be entitled to a refund. Please contact the organizer for information on refunds.

5. ATTENDANCE

A lot of time, effort and communication from multiple parties goes into planning field trips. The venues often require an advance head count so that they can be appropriately prepared. For events that require RSVPs, please do not show up

at a field trip or event unless you signed up to attend or have talked to the organizer. (However, many events can accept last-minute additions if you talk to the organizer, so don't be afraid to ask!) Many of our field trips are provided to us by the community for free or very low cost. When we have more or FEWER attendees than we had accounted for, Northern Colorado Homeschool Association (and homeschoolers in general) appear ungrateful and unorganized.

6. CANCELLATION POLICY

If you find that you are unable to attend a field trip you have already signed up for, please know you must cancel your attendance no less than 24 hours prior to the event with the Field Trip Coordinator. Communicating your change in plans may allow another waiting list family to attend in your absence. Also, when the expected attendance changes, the hosting venue must be notified prior to NCHA arriving, and not after our arrival. When we patronize a venue, our group not only represents NCHA Homeschoolers, we also represent homeschoolers as a whole. It is imperative that we demonstrate excellence in the manner of timely cancellation.

7. COMMUNICATION

All field trips and events are subject to changes. Every effort is made to confirm field trip, event and presentation details before they are announced to group members, however, due to circumstances beyond the organizer's control; field trips, presentations or other events may be rescheduled, postponed or canceled at any time.

Attendees should not contact the facility, or anyone other than the Organizer or the 2nd contact, for questions. If an event has been canceled, it is up to the organizer to contact participants (by phone if possible) to communicate this. If you are concerned that an event may have been canceled (particularly in the winter), please check your email as well.

For last minute questions, be aware that not all organizers check mail as frequently as you might, and may not see an email for a few days. Please refer to the original event information for a cell phone contact for the event organizer.

10. PUNCTUALITY

Please be prepared and arrive 15 minutes prior to the start time of any event. This demonstrates respect to other families and the hosting venue.

11. SICK POLICY

If **any member of your family** has or has had within 24 hours prior to the event: a runny nose producing yellow or green mucus not normal for your child, fever, skin rash, vomiting, exposure to a contagious illness such as chickenpox (even if symptoms are not present), or otherwise appears ill, **please** do NOT attend a field trip, event or presentation, even if you think it is just a common cold. We want to help keep our families healthy. Please let the organizer know as soon as you can that you won't be attending.

12. PHOTO POLICY

Please be aware, attendees of any Field Trip or Event may take photographic or video images, including but not limited to film, digital or video recordings. If you post pictures that include children from other families, they are **ONLY** allowed in **private** albums, blogs, and other venues (accessible by members only, password protected, etc) specific to our group. If you want to tag any child other than your own, you must obtain permission from that child's parent. If you have concerns about photos being taken of your child, please speak with the event organizer at the beginning of the field trip.

For any general questions about event policies, event ideas, or other concerns please contact Dalliss Griffis or Nikki Lund. For ALL questions about specific events or field trips, contact the Organizers directly.