

Program Start up Procedure for SS/OG Charter Schools

New programs complete all steps. For program renewal each year complete steps 5-9.

1. Idea to begin new program is generated by ES, parents, or community vendor.
2. A completed [New program worksheet](#) is provided to School Program Co-Director. Fax to Michael Talerico at 530-295-3583.
3. Identify an ES who is willing to serve as the program coordinator. The School Program Co-Director may fill this role if no ES is currently involved in this process.
4. A meeting will occur with interested parties and the School Program Co-Director to discuss the way to make the program work. A program name is chosen.
5. Draft budget projections are proposed to determine required enrollment to make program viable. The budget goes to the school Co-Directors for review and approval/denial. A budget code is set up in Webfiles upon approval.
6. Begin to advertise program on parent listserve, newsletter, flyers to ES, etc. after budget proposal is approved. No school program ads may contain advertising for any of our school vendors. All ads must have school approval prior to being disseminated.
7. Interested students fill out enrollment applications indicating the program they wish to enroll in on the application. Current students can "transfer" to a program upon request of their ES.
8. Program Coordinator sets up classes/GEAs as needed in the Contact Programs WEBfiles database and enrolls students into the appropriate program courses.
9. After program funding is deposited into the program budget, POs must be placed according to the approved budget by the Program Coordinator.