

**IEM Schools**  
**New Program Worksheet**

New Program Name: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

1. A Brief description of the New Program ideas:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Attach Page 2 to this one listing a minimum of 25 interested/committed participants for this New Program.

3. Identify an ES that is willing to commit to the oversight of the New Program:

ES Code: \_\_\_\_\_ ES Name: \_\_\_\_\_

4. List the resources you anticipate will be needed to implement this New Program:

\_\_\_\_ Site: \_\_\_\_\_

\_\_\_\_ Instructors: \_\_\_\_\_

\_\_\_\_ Computers: \_\_\_\_\_

\_\_\_\_ Office Supplies: \_\_\_\_\_

\_\_\_\_ Furniture: \_\_\_\_\_

\_\_\_\_ Other: \_\_\_\_\_

5. For permission to proceed with this new idea, mail a copy of this form to:  
IEM, 454 F St., Lincoln, CA 95648

6. Arrange a Group meeting of all interested participants, the ES, and the IEM contact. At this meeting you will be given the tools for the next steps.  
(IEM Phone Contact: 916-645-4081)