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**ASDF Program Application Instructions**

**Program Type Start Date**

New Fall Semester

New Spring Semester

Existing Next academic year

Extension/Expansion Next academic year

1. Applicant meets with the ASDF executive director and, if available, one Planning and Programming Committee member to:   
     
    a) discuss scope and impact of the new program,

b) assess alignment with ASDF vision, mission, values,

c) determine if funding exists in current budget or a new source of funding will be needed

d) review completion of the program proposal form

e) review the evaluation score sheet used to assess programs and evaluations desired at the end of the program.

f) identify potential and committed funding sources including but not limited to individual gifts, corporate or foundation sponsorships or secured EITC funding, etc.

The ASDF ED reviews idea with appropriate curriculum coordinator to assess ASD interest and need.

1. Applicant fills out ASDF program proposal form. Applicant must obtain signature(s) from the principal(s) where the program is to take place in order to submit proposal form to the ASDF ED.
2. The proposal is presented by the program manager to ASDF Planning and Programming Committee for approval at the next scheduled meeting using the ASDF program proposal evaluation score sheet.
3. If there are no issues, the ASD executive director of curriculum discusses proposal with ASD’s chief academic office. If there are issues, the proposal is sent back to the ASDF executive director with further instructions.
4. Once the proposal is complete, the ASD Academic Office signs off on the proposal.
5. The proposal is recommended to the ASDF Board of Directors, who approves the proposal at their next scheduled meeting (or electronically).
6. Once approved, the ASDF executive director works with ASD principals and other appropriate ASD staff (i.e. curriculum coordinators), foundations, corporate sponsors, community leaders, ASDF board and staff to implement the program.