

## HOW TO PROPOSE A NEW VPSO SPONSORED ACTIVITY/PROGRAM OR CHANGES TO AN ALREADY ESTABLISHED ACTIVITY/PROGRAM

Any Veritas Prep student, parent/guardian or faculty member that hopes to either add or change an activity sponsored by the VPSO should follow the steps listed below. All proposals and accompanying petitions must be submitted after the first day of school but prior to March 1st to be considered. If you have any questions, please contact the VPSO President.

**Step One:** The person(s) making this proposal must answer the questions on the attached VPSO Proposal Form and return the document to the VPSO President. Please answer the questions as fully as possible. Feel free to attach any supporting materials to your proposal.

**Step Two:** The person(s) making this proposal must also submit the attached VPSO Proposal Petition. It should include at least 10 signatures of both parents and students who support this proposal and agree to help implement it should it be approved. The petition should be returned with the completed VPSO Proposal Form to the VPSO President.

**Step Three:** The VPSO President will bring all of the information included in your answers, along with the completed petition, to the next VPSO Executive Board meeting. These meetings are held monthly with some exceptions. The VPSO Executive Board will decide to (1) approve the proposal for a single school year pilot; (2) return the proposal with suggestions, or (3) deny the proposal. If a proposal is approved for pilot status, it will be reviewed and voted on by the VPSO Executive Board at the end of the current school year for possible continuation.

**Step Four:** If the VPSO Executive Board decides not to approve the proposal, the VPSO President will inform the person(s) who made the proposal.

All policies and procedures regarding Proposals are governed by the VPSO Bylaws??

## VPSO PROPOSAL FORM

Please answer the following questions by typing in the answers below each question. Then, save and e-mail this document with your answers included below to the VPSO President at [psopresident@veritasprepacademy.org](mailto:psopresident@veritasprepacademy.org).

Your Name(s):			
Email:		Phone:	
List Current VPA Students & Grades:			
List Children Graduated from VPA:			
Who does this proposal involve? (mark all that apply)			
<input type="radio"/> Students	<input type="radio"/> Parents	<input type="radio"/> Faculty	
What grades does this proposal involve, if applicable? (mark all that apply)			
<input type="radio"/> n/a	<input type="radio"/> 6th	<input type="radio"/> 7th	<input type="radio"/> 8th
<input type="radio"/> 9th	<input type="radio"/> 10th	<input type="radio"/> 11th	<input type="radio"/> 12 <sup>th</sup>
TYPE OF PROPOSAL:			
<input type="radio"/> New program		<input type="radio"/> Change to current program	
NAME OF PROPOSAL:			
VPSO Executive Board Member Sponsor*:			
NEW PROGRAMS ONLY:			
Basic information:			
Date:		Time(s):	
Location:		#Volunteers Needed:	
Cost:			
Tickets: Will tickets need to be sold?			
<input type="radio"/> Yes		<input type="radio"/> No	
Equipment/facilities needed:			
Will any equipment and/or supplies need to be purchased? How much will it cost?			
To the best of your knowledge, has this activity ever existed here at VPA? If yes, please attach additional information if needed.			
<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Don't Know	





**VPSO PETITION FORM**

**Submitted By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Associated VPSO Proposal:** \_\_\_\_\_

This Petition requires a minimum of at least 10 signatures of both students and parents who support the above listed proposal and agree to help implement it. If there are extenuating circumstances and you believe this petition does not apply, please explain down below.

By signing this petition, I state that I have read and understand the associated proposal listed above and support it. I also agree to help implement this proposal as needed.

<b>PARENT SIGNATURES</b>	<b>STUDENT SIGNATURES</b>
1.	
2.	
3.	
4.	
5.	
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**Additional information:**