



POLICY-700.2 EXHIBIT-1	PROCEDURES and TIME-LINE NEW/ALTERNATIVE PARENT SCHOOL SUPPORT ASSOCIATION/ORGANIZATION	
	ADMIN REG: 700.2-2	APPROVED: 9.1.2015
<u>Procedures</u>	<u># of Days</u>	<u>Total Days</u>
<u>Step 1–Notice of Intent and Application–by Nov 1</u>		
- Verification of Notice of Intent/Application by the Superintendent or Designee.	Up to 30 days	Up to 30 days (approx. Dec. 1)
<u>Step 2–Petition for Election</u>		
- Applicant Petition for Election – At least 25% Signatures of Parents/Legal Guardians	Up to 45 days	Up to 75 days (approx. Jan. 14)
- Verification of Petition – District	Up to 30 days	Up to 105 days (approx. Feb. 14)
<u>Step 3–Election and Campaign</u>		
- Election	15 days	Up to 120 days
- Board ratifies election – at a Board Meeting		(approx. March 1)
<u>Step 4–Final Approval</u>		
- Verification of tax-exempt status, EIN number, charitable solicitation agreement, and policies	60 days	Up to 180 days
- Proof of insurance		(approx. May 1)
- Board recognizes parent school support association/organization group at a Board meeting.		

This online presentation is an electronic representation of approved Canyons School District’s Administrative Regulations. It does not reflect updating activities in progress. The official, authoritative administrative regulations are available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.