Submit a letter/proposal to include the following:

1) Athletic/Activities Director Approval for consideration.
   a. Have interest that is acceptable to the associated student body and the administration.
   b. Does the new program fall under the sanctions of the WIAA?
      i. Season Requirements
      ii. Coaching Requirements
   c. Does interest fall in line with the tri-annual Athletic Interest Survey?
   d. How does the interest impact Title IX?
      i. If adding any sport to a school, how it will impact Title IX with in the school system 7-12. If adding a sport will offset the Title IX numbers from one gender to the other gender, it may not be considered. If the sport is a combined gender sport, then, it will not have an impact as the opportunity is for both.
   e. How does the addition of new program impact current programs?
   f. Are there other schools with in the local geographic area to participate against?
      i. This may require conference approval to participate in a new program.

2) Develop and submit policies and procedures, which should include recommended practice facilities and financial obligations that support the Burlington-Edison School District Athletic Program purpose and philosophy.

3) Propose a budget including revenue and expenditures for the following:
   a. Coaches-Head and/or Assistants
   b. Transportation
   c. Equipment
   d. Uniforms
   e. Facility Rental, if required.
   f. Other items:

4) Obtain Burlington-Edison ASB approval.
   a. A formal approval to be a team or club through the ASB is required by the student body. (See ASB advisor for details)

5) Obtain Northwest Conference Permission to join league.

6) Obtain N.W.I.A.A. District One Permission to join District for post-season purposes.

7) Obtain W.I.A.A. State permission to join.

8) Obtain Burlington-Edison Building Principal Signature for approval.

9) Obtain Burlington-Edison Superintendent Signature for approval.

10) Obtain the School Board’s Approval.
    a. This will include a presentation to the school board prior to final approval by school board.