



Program Development Policy Policy SDOI

The Courageous Steps Project takes pride in establishing quality programs that not only demonstrate professional results, but also sustain for years to come. Through collaboration, we are able to also expand contribute to those other organizations that we serve through assistance in our plethora of initiatives.

Programs through the Courageous Steps Project, shall be approved by the Program Coordinator, CEO/Executive Director, and the Board of Directors when applicable.

Programs established through our organization shall meet the following requirements and protocols in order for proper documentation and record-keeping purposes:

- A.) contain a program mission/vision statement that is conducive to objectives and goals;
- B.) contain objectives and goals that outline the program and its' futuristic outlook;
- C.) follow the mission and vision of the organization in retrospect to the programs objectives as outlined in the proposed program narrative;
- D.) give updates as needed to CEO/Executive Director, and Board of Directors when applicable;
- E.) demonstrate the importance of professionalism and long-term sustainability; and
- F.) written in a narrative form submitted to Program Coordinator, CEO/Executive Director, or Board of Directors for initial approval.

All programs are subject to follow-up meetings and tweaks based on responses from board of directors and administrative staff. The board can elect a designated person or committee to oversee the program as needed. A two thirds (2/3) vote shall be required in order for this to pass.

Any questions in regards to this policy, should be addressed with the CEO/Executive Director and Board of Directors.

Approved Signature of Executive Director:

A handwritten signature in black ink, appearing to read "Cameron J. Johnson", is written over a horizontal line.

Updated on Friday July 12th, 2019