

Request for a DoD STARBASE Program

Write a format proposal to ASD(M&RA) requesting a STARBASE Program. Include in your proposal the following:

1. Meet with the Commander of the military facility.
 - You will need the Commanders approval in writing.
2. Acquire support letters from TAG, AF, Army, and Marines. Acquire approval from the Governor if you are National Guard.
3. Acquire support letter/s from school superintendents.
4. Meet community leaders to see if there is support. List any partnerships.
5. Create a timeline, which includes dates for renovations, staff hiring, training, and students attending.
6. Create a calendar for your school year program (time and dates) and for your summer program (times and dates).
7. Create an account at DoDSTARBASE.org and request access to curriculum and other resources.
8. Create a Program Overview for your area, which includes rational for the program, Title 1 schools, number of 5th grades, and your curriculum schedule (CS).
 - Look at the DoD Website for help with CS.
9. Provide legal considerations: general liability, releases, PA, AGR personnel, evaluation and management tree.
10. Provide budget, memorandum and pictures of your facility.
11. Adequate facility
 - ADA compliant
 - Multiple restroom facilities
 - Minimum square footage of
12. You might want to visit a DoD STARBASE Program.