

Oklahoma Charter Application Task List				
Task		Designated Leader	Target Date for Completion	Status
Phase 1	1. Draft a Vision and Mission Statement for the School.			
	2. Recruit and form a board.			
	3. Complete SDE Charter School Training.			
	4. File paperwork for a 501c3.			
	5. Complete a market analysis for the intended community in which the school will be located.			
	6. Find at least two facilities (one preferred, one backup) that could serve as the site for the school.			
	7. Draft a budget with stated assumptions, revenues, costs, and projected cash-flows for the first five years of operation.			
	8. Draft a budget for the start-up phase of the school.			
	9. Secure a treasurer and/or an encumbrance clerk with experience in Oklahoma school finance.			
	10. Create a performance framework to measure the effectiveness of the school.			
	11. Complete a first full draft of the application.			
Phase 2	12. Solicit support from parents a. Survey results b. List of names on a petition c. Crowd-source funding			
	13. Retain legal services for the upcoming submission and contracting phase of the process.			
	14. Board of governance reviews and edits first full draft.			
	15. Shop the second draft to a small group of parents and/or educators.			
	16. Complete third draft of the application.			
Phase 3	17. Complete draft of a contract before application submission, including performance framework.			
	18. Submit full application to sponsor.			