



SOP 101-Application Review Committee Guidelines

Applications will be reviewed periodically throughout the spring of each year by the Application Review Committee. (See calendar dates)

Member Suggestions

Members will be volunteers and will be replaced with like/kind volunteers. Each position may have a backup person to fill in for their absence. This person must be identified when the position is being filled. The review process will proceed at the direction of the state coordinator.

1. **District Representative/School Leadership Representative** (1 from each with a backup): School board members, curriculum developers, SPED department leaders, administrators, school counselors, MST, school registrars, paraprofessionals, coaches, and various club leadership.
2. **Parent Military Representative or PTA Member** (1 with backup)
3. **Community Stakeholder Representative** (1 with backup): Civic clubs/leaders/spouses, Nationally Recognized Service Organizations, UDVMA Representative
4. **Installation Leader Representative** (1 with backup): SLO, Utah Military Service Organization Representation (all branches and components)

For concerns or feedback, please contact cassie.hays@schools.utah.gov or complete [this form](#).

Rvsd. 8/24/26