



2017-2018 CHECKLIST

END-OF-THE-YEAR REPORTS

MAY 15 IS THE DEADLINE FOR THE FOLLOWING KAY ITEMS TO BE RECEIVED AT THE KSHSAA.
NOTE: To assist sponsors, these reports are available on the front page (bottom) of the KAY website.
A "KAY 101" session on "END OF THE YEAR REPORTS" is available for sponsors on the KAY website

- Point Report (#1);** E-Mail pictures of club activities
- Sponsor Report (#2)**
- President Report (#3)**
- Gold Award Point Report** (if going for Gold) (#4)
- Creative Service (#5) &/or Original Program Report (#6)**
- Please be sure to get all necessary signatures on the forms before sending to the KSHSAA.**

Send materials in one of the following methods:

- **Scan/Email** to Linsey
levans@kshsaa.org
- **Fax:** 785-271-0236
- **Mail:** KSHSAA 601
SW Commerce Pl.
Topeka, KS 66615

Linsey will confirm receipt via email

KAY LEADERSHIP CAMP



THE FOLLOWING ITEMS NEED TO REACH THE KSHSAA BY MAY 1:

- Form KAY-4 (Sr.)/KAY-4J (MS)** – Registration Card (see Activity Director - on-line form)
- Online Enrollment for each camper** (see Camp Packet for sponsor information)
- \$315.00 per camper** (please make checks payable to KSHSAA)

INFORMATION WILL ALSO ASSIST YOU IN CAMP PREPARATIONS.

- SELECT CAMP ALTERNATES** (camp fees are not refundable). Be prepared, just in case.
- Review contents of the January KLC letter with your campers.
- PLEASE ENCOURAGE YOUR NEW PRESIDENT TO ATTEND CAMP.**
- Make sure all "registered campers" have a camp brochure (additional copies available- 785/273-5329; levans@kshsaa.org and on the KAY website)