



HELPFUL INFO FOR NEW KAY SPONSORS

●● BEGINNING OF THE SCHOOL YEAR "CHECK LIST" ●●

CONGRATULATIONS on becoming the KAY sponsor at your school! What a wonderful experience you are going to have as you work with the students of your school.

To assist you with a smooth transition into this new role, we offer the following information:

1. FORM KAY-1 (KAY Participation for the school year) – Please visit with your school administrator about this form (located with their KSHSAA on-line forms). **Please complete requested information and return to the KSHSAA as indicated, by August 20.** Upon our receipt, we will mail you a large envelope containing the following: Information on accessing updated handbook materials on-line, membership cards, KAY brochures and posters, etc.

2. KAY HANDBOOK – Every school with a KAY program has 2 Handbooks – one for the sponsor and one for the president. The Handbooks (blue & yellow 3-ring notebook, labeled as such) were left at the school by your predecessor and outgoing president. If you are unable to locate them, please see your school administrator. Still no handbook= contact the KAY State Office.

3. CONTACT CLUB PRESIDENT – Visit with your school Activities Director to secure the list of KAY officers and board members for the new school year. Contact your president and schedule a meeting as soon as possible. Important items to cover in your meeting include, but are not limited to the following:

- a. Review KAY Handbook
- b. Share ideas, dreams and questions for the upcoming year
- c. Review officers and board members and their specific responsibilities
- d. Set date for August Board Meeting – See KAY Handbook, Section 2, page 4, for an agenda and items to cover. Try to conduct board meeting before school starts and allow ample time to discuss items.
- e. Discuss meeting times and dates for the coming school year:
President and Sponsor, Board and Officer, Entire membership
Check school calendar to avoid conflicts

4. REGIONAL & UNIT CONFERENCES – KAY clubs across the state have the opportunity to attend 2 leadership conferences during the school year. 6 Regional conferences (conducted the first 2 weeks of November) are attended by officers, board members and sponsors. 12 Unit conferences (conducted during January and February) allow 25 club members to attend. Please see KAY Handbook, Section 3, pages 3-8 for your conference dates, locations and other important information. Make sure these dates are on your school calendar.

5. MEMBERSHIP DUES – Students who join the KAY program pay a membership fee each year. School clubs may set the amount as they choose (please be reasonable so membership is affordable to all – visit with your Act. Dir. about fee amounts). **\$2.00 per member is sent to the KSHSAA along with your membership list, by October 15.**

6. KAY GOAL AWARDS – Your KAY club is a team – and teams normally set goals for the season (school year in your case). Section 7 of the KAY Handbook addresses the 3 Awards available to all KAY clubs (Red, Blue and Gold). Each award has varying requirements for achievement. At your first Officer/Board meeting, discuss and select the award your club will work towards. Indicate your goal intention on your membership list/goal form (due October 15).

7. KAY WEBSITE INFORMATION – www.kshsaa.org (click on activities/non-athletic/KAY). There is a lot of information available on the KAY website – project ideas, camp and conference information, list of KAY clubs and sponsors across the state, elected area leadership, KAY Klips (newspaper articles about club projects), Connecting with Cheryl (helpful one page newsletter, posted the first Monday of each month) and much more. Set a routine for checking this site regularly.

8. NEW SPONSOR MENTOR – In early September, all new KAY sponsors will be assigned to a mentor (an experienced KAY sponsor in your geographical proximity). This sponsor will contact you with information and provide the opportunity for you to ask questions. New sponsors and mentors will have the opportunity to meet and continue further discussion at the fall Regional Conferences.

9. QUESTIONS – Please do not hesitate to contact the KAY State Office with questions regarding the KAY program, etc.

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