



FACULTY SPONSOR RESPONSIBILITIES

Our commitment to the Priority Kids club at your school:

Our Priority Kids team will **pray** for, **communicate** with, **listen** to, and **equip** the club with resources and training to help every Priority Kid know and share the hope of Christ!

Thank you so much for your commitment to the Priority Kids club at your school!

Here are your responsibilities:

1. If necessary, assist the Volunteer Campus Leader(s) in securing approval from the school administration to have a Priority Kids club at your school if this hasn't been done.
2. If necessary, assist the Volunteer Campus Leader(s) in securing an approved meeting **day, time and location** to host the weekly club gathering before school.
3. Attend all weekly club meetings, or help ensure that another school employee attends a club meeting if you can not be present for any reason.
4. Ensure the weekly club meeting space is available, open and ready for Volunteer Club Leader(s) in ample time for the team to properly prepare for the kids' arrival on club day.
5. Communicate with the Volunteer Club Leader(s) about any upcoming school calendar events that could present a potential scheduling conflict with the regular weekly club meeting. At times, a club meeting may need to shift to another location or be canceled.
6. Serve as a liaison on behalf of the Priority Kids' club to the school administration.
7. Help ensure the club functions in accordance with the policies and procedures of your school as it relates to any applicable school regulations for club gatherings.
8. Lastly, but perhaps most importantly, help ensure students have a **PERMISSION SLIP** on file to attend the club that has been signed by their parent or legal guardian. **NO STUDENT** is to attend any club meeting without a **SIGNED PERMISSION SLIP** on file.

IMPORTANT NOTE: Our Priority Kids office will provide you, via your preferred email address, with continuous electronic access to all students who have a SIGNED PERMISSION SLIP to attend the Priority Kids club at your school. Most Faculty Sponsors simply stand at the entrance to the Priority Kids weekly club meeting space with the permission slip list in hand to ensure all kids attending are permitted to attend. The Volunteer Club Leader(s) should provide a highly visible Priority Kids backpack tag to every student with a signed permission slip on file, thus making weekly check-ins much faster as you look for the tag on his/her backpack. Even if a backpack tag is present, please feel free to check every name every week if you prefer.

FOR ASSISTANCE ANYTIME, PLEASE CONTACT OUR OFFICE BY EMAILING INFO@FIRSTPRIORITYAL.COM OR CALLING 205.871.8886.