**SFSP How do I…**

**Become a new sponsor**

Attend SFSP Sponsor training. Trainings are held across the state in March and April. Dates and locations will be on our web-site in February.

**Add a new site**

Complete a [New Site Information Sheet (camps)](http://portal.nysed.gov/portal/page/portal/CNKC/SFSP_pp/14%20Att%2040%20New%20Site%20Info%20CAMPS%202014.pdf)

[New Site Information Sheet (non-camps)](http://portal.nysed.gov/portal/page/portal/CNKC/SFSP_pp/14%20Att%2039%20New%20Site%20Info%20NON%20CAMPS%202014%20%20revised.pdf) and submit it to SED.

**File a claim**

[Instructions for filing a claim](http://portal.nysed.gov/portal/page/portal/CNKC/SFSP_pp/Online%20Claiming%20Instructions4.pdf)

**Change my dates of operation**

On-line renewal instructions- page 10 (need link)

**Submit Field Trips on-line**

On-line renewal instruction- page