

Name (Print) _____ Phone _____ Email _____

KKFI Check List For Programmer Certification (May 2021)

Please use this checklist to document your progress in performing the necessary steps to become a KKFI Certified Board Operator. A KKFI trainer must sign and date the item they train you on. When you have completed all the steps, please make a copy for your record. The original should be turned in to the Manager's office for your Programmer's file.

	Board Operator	Program Associate
	(Date and Auth. Signature)	(Date and Auth. Signature)
1. Read KKFI Programmers Policy & Operations Manual (kkfi.org/programmers-links/)		
2. Handout: Training Overview		
3. Complete Volunteer Application (kkfi.org/volunteer)		
4. Tour & History of Station		
5. Training: Board Operation (ongoing)		N/A
6. Training: Traffic Logs & Tower Readings		N/A
7. Training: FCC Violations		
8. Training: DMCA Reporting via Spinitron		
9. Training: PAL (On-air Computer)		N/A
10. Training: Producing a show		
11. Training: How to create Program Episodes		
12. Training: How to download a show from the logger		
13. Training: Turn a program into a podcast		
14. Training: On-air Phone Calls		
15. Training: Observe and help on shows that are airing		
16. Training: (Development Director) Pitch Training (Bill S.)		
17. Training: Election Season Protocol and IRS Violations		
18. Review: kkfi.org/programmers-links for all content		
19. Complete New Show Application (optional)		
20. Final Spinitron checkoff via Lincoln Dreher		

TESTING		
Hands-On Test: Emergency Alert System (EAS)		N/A
Hands-On Test: Board Operation		N/A
Hands-On Test: PAL Certification Test		N/A
Hands-On Test: Tower reading		N/A
Written Test on Policy and Operations Manual & DMCA		

KKFI MISSION

KKFI is the Kansas City area's independent, noncommercial community radio station. We seek to stimulate, educate and entertain our audience, to reflect the diversity of the local and world community, and to provide a channel for individuals and groups, issues and music that have been overlooked, suppressed or under-represented by other media.

KKFI POLICIES

KKFI prohibits physical violence; threats to volunteers, staff, and guests, either off or on premises; misuse or tampering with equipment; and personal use of KKFI equipment. KKFI facilities are alcohol-free and drug-free. Staff and volunteers shall treat each other with dignity and respect. KKFI does not discriminate against any person or group of persons on the basis of race, gender, sexual orientation, nationality, national origin, age, religion, or disability.

Any person whose act or failure to act endangers the broadcast license of KKFI or its democratic system of governance or who otherwise contrives, causes, or attempts to cause harm of a serious or potentially fatal nature to the corporation may be determined to be working against the best interests of KKFI, and to have betrayed the Mission and Philosophy of KKFI and Mid-Coast Radio Project, Inc. and may be banned from KKFI.

CERTIFIED BY _____ **DATE** _____
(Trainer signature)

Updated March 17, 2021

D:\Users\volunteer\Documents\LaDonna\Programming Committee\Certification\KKFI-Check-List-For-Programmer-Certification.docx

People who regularly train at KKFI (Trainers may be available at other times by appointment)		
Mike Lytle	manager@kkfi.org 913.206.1452 can text	Fridays
Una Nowling	Una.nowling@gmail.com	Saturday afternoons 2 to 4pm during shows
Fiona Nowling	fiona_kkfi@yahoo.com	Saturday afternoons 2 to 4pm during shows
Donna Wolfe	djmwolfe@gmail.com	Saturday afternoons 4 to 8pm during shows
Rachael Cady	rachaelkcmo@gmail.com	Saturday afternoons 1 to 3
Mark Manning	bigbangbuffet@aol.com	Wednesdays 10 to noon during his show
Dorothy Hawkins	dorothyhawkins4134@gmail.com	Mondays 3 to 6pm during her show
Chief Operator Chad Brothers	chiefoperator@kkfi.org 816.994.7870	Chad can offer brief assistance on specific technical aspects but his time is limited
Additional Programmers Who Can Train	Email	Show Time (may be available at other times also)
Stanley Thomas	sjtkc55@gmail.com	Mondays 2am until noon
Teresa Wilke	teresawilke@sunflower.com	Mondays 9am to 11am
Mike Pettengell	chet@kckcc.edu	Mondays 10 to noon and every other Wed. evening from 8 to 11pm
Sam Wisman	samwisman@gmail.com	Mondays 1 to 3pm
Diana Ennis	kkfi3004@gmail.com	Tuesdays 6 to 8am
Lincoln Dreher	drehermo@att.net	Tuesdays 10 to noonish
Mark Andruss	markandruss@gmail.com	Some Sundays 11am to 1pm and every other Wed. evening from 8 to 11pm
Pat Riehle	riehlepatj@gmail.com	Thursday mornings 6 to 8am
Joseph Jackson	onejack007@yahoo.com	Thursday mornings 9 to 10am
Bill Pearce	sitnkkfi@gmail.com	show is prerecorded
Tim Tilton	malibu681961@yahoo.com	Thurs. 11 to midnight
Scott Bunte	scottbunte@att.net	Fridays 12am to 4am
Judith Ancel	heartlandlaborforumkkfi@gmail.com	Thursdays 6 to 7pm
Roger Wilder	rogermwilder@sbcglobal.net	Fridays 1 to 3pm
John Stuerke	stuerkedog@yahoo.com	Saturdays 8 to 11am
Andrew Erdrich	andrewerdrich@gmail.com	Sundays 1 to 4am
LaDonna Sanders	Ladonna.sanders29@gmail.com	Wed. 11 to 3pm (KKFI manager's office)

SKILL	ADDITIONAL PROGRAMMERS WHO HELP TRAIN
Sound board operations (using cue, transitioning to/from Pacifica live feed, using studio B, CD players, etc)	Andy Erdrich, Sam Wisman, Pat Riehle, Scott Bunte
Using a laptop with the soundboard to play a show	Andy Erdrich, Pat Riehle
Using Virtual DJ with the soundboard to play a show	Stan Thomas
Using PAL on-air	Andy Erdrich, Sam Wisman, Pat Riehle, Scott Bunte
Using the record players to play vinyl	Pat Riehle, Tim Tilton, Sam Wisman
EAS system	Mark Andruss, Andy Erdrich, Sam Wisman, Pat Riehle, Scott Bunte

Name (Print)

Phone

Email

Name (Print)	Phone	Email
Using Spinitron		Mark Andruss, Andy Erdrich, Sam Wisman, Pat Riehle, Scott Bunte, Tim Tilton, Lincoln Dreher, Stan Thomas
Using Audacity to record and edit audio files		Judy Ancel, Andy Erdrich, Bill Pearce, Teri Wilke, Sam Wisman
Interviewing skills		Judy Ancel, Andy Erdrich, Joseph Jackson, Pat Riehle, Teri Wilke
Producing a public affairs show		Judy Ancel, Joseph Jackson, Pat Riehle, Teri Wilke
Developing a radio personality		Andy Erdrich, Bill Pearce
Using Zoom or Google for setting up meetings for on-air broadcast or recording		Judy Ancel, Andy Erdrich, Teri Wilke
Transferring phone calls to the Telos		Andy Erdrich, Sam Wisman
Downloading a program from the logger		Teri Wilke, Sam Wisman, LaDonna Sanders
Conducting field recordings		Judy Ancel, Andy Erdrich, Teri Wilke,
Using the Comrex for live remote broadcasting		
News writing		Judy Ancel
Putting together a coherent playlist		Mark Andruss, Scott Bunte, Dr. Mike Pettengell, John Stuerke, Tim Tilton
Record interviews in the production studio		Stan Thomas ,Teri Wilke
Load a program into PAL		Stan Thomas ,Teri Wilke
Researching guests and stories		Judy Ancel
How to manage a group show		Judy Ancel
Pitching For Fund Drives		Andy Erdrich, Sam Wisman, LaDonna Sanders
Willing to have trainee sit in on show to observe and possibly participate (take tower readings, operate the board, load spots from PAL, etc.)		Mark Andruss, Tim Tilton, Teri Wilke, Judy Ancel, Andy Erdrich, Sam Wisman, Roger Wilder, Pat Riehle, Scott Bunte

Updated March 17, 2021

D:\Users\volunteer\Documents\LaDonna\Programming Committee\Certification\KKFI-Check-List-For-Programmer-Certification.docx