



AKT Coordinator's  
Orientation Guide

**Effective: 11/19/11**

**1. AKT Requirements** - Regional and/or State AKT Coordinators will be responsible for identifying training requirements. This includes the proposed dates and locations of training sessions for Kairos-Inside, Kairos-Outside, and Kairos Torch. Training sessions should be scheduled a minimum of 12 months in advance. The appropriate Program Coordinator of the three programs will give final approval of the scheduled training. AKT Coordinators will provide KPMI with:

a. Proposed dates and location of training.

b. Cost of the training and logistics. Use the chart in paragraph 7 to figure the cost per trainee. Note: It is strongly recommended that the AKT Coordinator procure the general lodging for all of the attendees in order to facilitate room sharing and obtaining the best possible negotiated pricing for rooms. Experience has shown that when collective housing is not secured, the actual cost per attendee becomes higher.

c. Name, address, telephone number, and email address of the contact person making the arrangements for the training.

## **2. AKT Coordinator's Responsibilities -**

a. Identifying and reserving the event venue (see paragraph 3 for details on Site Selection). Reservations should be made 8-12 months before the AKT weekend

b. Identifying and coordinate lodging, food, and providing supplies for the event. Contact the trainers and determine if they have any unique supply requirements.

c. Contracting with the event venue, if necessary, including payment of any up front costs to be paid by the state treasurer

d. Receiving and processing reservations for the event.

e. Providing all registrants with a confirmation of their registration, to include directions to the training site and all other administrative details. Ask all participants to bring their Program Manual and their girls/boys Torch Mentors Guide (Torch AKTs).

f. Arranging all local transportation requirements (e.g., travel to and from airports)

## **3. SITE Selection -**

When selecting a site for an AKT are you using a site previously used or a new site?

a. Sites (sorted by State) that have been used previously:

AL - First Baptist Church, 310 South Main Street, Atmore, Alabama 36502  
251-368-2181

- AR - Ferncliff Camp, 1720 Ferncliff Rd., Little Rock AR 72223  
- First Baptist Church, 623 Pine St., Arkadelphia, AR 71923
- AZ - St Stephen's Episcopal Retreat and Renewal Center, 2310 N 56th St  
Phoenix, AZ 85008
- CA - Holy Redeemer Center, 8945 Golf Links Rd, Oakland, CA 94605  
- Trinity United Methodist Church, 676 N. Gibbs, Pomona, CA 91767
- CO - American Motel and Conference Center., 10101 I-70 Service Road North  
Wheat Ridge, Co 80033
- CT - Nazareth Spiritual Life Center, 1482 Monroe Turnpike, Monroe, CT **06468**
- FL - St. Marks Church, 3395 Burns Rd. Palm Beach Gardens, FL 33410 (lodging is  
at Palm Beach Gardens Marriott, 4000 RCA Boulevard, Palm Beach  
Gardens, FL 33410)  
- Marywood Retreat Center, 235 Marywood Dr., St. Johns, FL  
- San Pedro Retreat Center, 2400 Dike Rd. Winter Park, FL. 32792
- GA - The Lodge at Simpsonwood, 4511 Jones Bridge Cr. Norcross, GA  
- Honeycreek Episcopal Conference Center, 299 Georgia Episcopal Conference  
Center Rd. Waverly, GA  
- Central Georgia Convention Center, 480 Holiday Cir. Forsyth, GA 31029  
1-800-230-4134
- IN - Camp Camby, 10740 E County Road 700 S, Camby, IN 46113
- KS - Ramada Inn Convention Center, Downtown, Topeka, Kansas
- LA - The Wesley Center, Woodworth, 2350 Methodist Parkway, Woodworth, LA  
71485
- MD - Bishop Claggett Center, 3035 Buckeystown Pike, Adamstown, MD 21710
- MS - Duncan M. Gray Episcopal Camp & Conference Center, 1530 Way Road,  
Canton, MS 39046
- NC - Jamestown Presbyterian Church, 1804 Guilford College Road, Jamestown, NC  
27282
- NH - Sarto Center, 17 Londonderry Turnpike, Hooksett, NH 03106
- NY - Harvest House Retreat Center, 1782 Seneca Street, Buffalo, NY 14210
- OH - Martin de Porres Retreat Center, 2320 Airport Drive, Columbus, OH 43219  
- St. Therese's Retreat Center, 5277 East Broad St., Columbus, OH 43213  
- Columbus Cum Christo Center, 244 East Rich Street, Columbus, OH 43215

- OK - Catholic Pastoral Center, 7501 NW Expressway, Oklahoma City, OK 73132,  
405-721-5651
- SC - Springmaid Beach Resort, 3200 South Ocean Blvd, Myrtle Beach, SC 29577
- TX - Camp Crucis, 2875 Camp Crucis Ct., Granbury, TX 76048  
- Circle Six Ranch Baptist Camp – Stanton, TX  
- Criminal Justice Center of Sam Houston State University, Huntsville, TX  
- Bishop DeFalco Retreat Center, 2100 North Spring, Amarillo, TX 79107  
806-383-1811
- VA - Lexington George Washington Inn & Conference Center, 500 Merrimac Trail,  
Williamsburg, VA 23185  
- Patrick Henry Inn, 249 York Street, Williamsburg, VA 23185
- WA - Lakeview Christian Conference & Retreat Center, 4005 South 360th Street,  
Auburn, WA 98001

b. If selecting a new AKT site, first consideration is to use church campgrounds or church conference centers. Here are the things you will want to consider if selecting a new site:

(1) Is the date you want available?

(2) Comfortable Conference Room(s) for 40 people. If the AKT is a combined Kairos Inside, Kairos Outside and/or Kairos Torch, make sure there are an adequate number of separate conference rooms.

(3) Accommodations for 40 people or more for combined AKTs (consider number of people that request single rooms and both male and female rooms).

(4) Dining facilities on site and included in rate (Saturday breakfast to Sunday breakfast). If you provide sandwiches and chips for Friday supper and Sunday lunch, you may reduce the cost. Some places will not allow you to bring in food and some places include 3 meals with room charge and will not change that. Note: There needs to be a place to have separate snack areas for all different trainings because they are all on separate schedules. The separate snack area will assure adequate snacks for all the trainings.

(5) What is the cost of lodging per person? Single occupancy? Double Occupancy?

(6) What is the cost of meeting room?

(7) What is the cost for meals?

(8) What is the amount of tax if not tax exempt?

**4. AKT Coordinator's Minimum Supplies List** - Note these are the supplies for each conference room when AKTs are combined (i.e., Inside, Outside and Torch, you will need these supplies x3)

- a. 7" x 9" (approximate size) poster board type name tags with holes punched and string to hang around the neck. Make blanks for unexpected arrivals, lost tags, misspelled names, AKT Coordinator. Make up name tags in advance and print, with first name large and last name below in smaller letters. Use heavy black marker on white name tag.
- b. Tables, square or round, to accommodate 5-6 people (no more than 5-6 people per table), plus one table for the trainers.
- c. Podium.
- d. Sound system (optional)
- e. Easel and newsprint (Flip chart) pad with black markers.
- f. Pen for each participant
- g. Highlighter for each participant
- h. Post-It Notes (3" x 3") – 2 pads for each table
- i. One roll of Blue Painter's tape or masking tape
- j. 2-3 pitchers and bowls to be used for the Hand Washing Commissioning
- k. 8-12 small "hand towels" for drying during hand washing (or 4-6 large towels)
- l. Pair of "powered" computer speakers
- m. One Kairos Program Manual for each table (participants should be required to bring their own)
- n. Song Books – 2-3 for each table
- o. One Training Workbook for each participant (coordinate with International Office)
- p. Roster with name, address, phone, email to be given to each participant on Sunday
- q. Table snacks – variety

- r. Ice chest with ice to hold bottle water & soft drinks (supply of small-sized water)
- s. One Good News Bible (with Old and New Testament)
- t. 3-hole notebook filler paper (added to the participant's AKT Workbook)
- u. Musicians (invite participants to bring guitar in addition to local musician)
- v. Extension cords, 3-pronged adapter and power strips.
- w. TV/VCR or DVD combo
- x. Boom box for music cassettes (optional)
- y. Torch Specific Supplies
  - (1) 8 pieces of white poster paper (Torch)
  - (2) Construction paper, enough for each table to have 3 pieces
  - (3) Scotch tape, one roll for each table
  - (4) A package of "thick tip" markers for each table
  - (5) Paper cups, 3 for each table
  - (6) 1 pair of scissors at each table
  - (7) 25 large balloons that can easily be blown up
  - (8) 3 large garbage bags
  - (9) 1 box Kleenex tissue
  - (10) A large box (approximately 24" x 24" x 24") covered in white paper with 2 inch wide slot cut in top of box
  - (11) 1 package dry erase markers, if dry erase board is in room.
  - (12) Mask for each volunteer and trainer (Order these from KPMI)
  - (13) Rice Paper (order from KPMI, one piece for each participant)
  - (14) Torch crosses, 1 per participant (order from KPMI)
  - (15) Torch Mentoring Guide for Boys or Girls

## 5. AKT Trainer Provide Supplies (confirm they will bring these items)

- a. LCD/Computer Projector (for PowerPoint and Ezra Demos)
- b. Projector Screen (for PowerPoint and Ezra Demos)

## 6. AKT Event Venue Provided Supplies

- a. 4 minimum meals (Breakfast, Lunch and Dinner on Saturday, Breakfast on Sunday) You may provide additional meals/snack on Friday evening/Sunday lunch, but this will add to your expenses.
- b. Coffee/Tea/Ice Water
- c. Drink glasses

## 7. Figure cost for attendees -

Item	Cost	Charge to Attendee
<b>Lodging</b>	Double Occupancy - Single Occupancy -	
<b>Food</b>	(If not included with Room)	
<b>KPMI Fee</b> (20-36 participants)	\$60 per participant	<b>\$60</b>
<b>Food &amp; lodging for trainers &amp; local coordinators</b> (divided by # of Participants)	(Usually \$15-20 per participant)	
<b>Conference Room Fee</b> (divided by # of Participants)		
<b>Totals</b>		
<b>Commuter Fee</b>	This total minus Lodging	

**8. Trainer Assignment -** KPMI, when notified of a proposed training, and upon approval, will assign two qualified trainers to conduct the training. The KPMI will also provide training manuals for the trainees. All transportation costs associated with the trainers, including expenses incurred while at airports, will be the responsibility of the KPMI.

**9. Down Payment** - Get requested down payment for AKT site from State Financial Secretary or pay with personal credit card and get reimbursed.

**10. Advertisement:** Do write-up for [www.MyKairos.org](http://www.MyKairos.org) website Kalendar giving location, cost, your email address and phone #. Please try to stick to the format example as much as possible to allow us to copy/paste and reduce the possibility of errors. Format Example:

**DATE**                      **CITY**

**AKT for** Program (KI, KO or KT)

**LOCATION:** (Name of facility, address, phone number)

**ARRIVAL SPECIFICS:** (Time, specific parking instructions, etc.)

**COST:** \$XXX – single; \$XXX - double (each) and \$XXX – commuter. Fee includes: two nights lodging (Friday and Saturday), all training materials and the following meals: (meal specifics).

**CONTACT:** Please send your application (found at [www.MyKairos.org](http://www.MyKairos.org) under Downloads, Training) to (AKT Coordinator's Contact Info, Name, Address, Phone number and e-mail)

**PAYMENT INFO:** (checks payable to host state (i.e., Kairos of Texas, Indiana Kairos, etc.)?)

**NOTE:** Attendees need to bring only personal items and their Kairos Program Manual and appropriate Mentor's Guide for Kairos Torch AKTs.

Email to [ann@kpmi.org](mailto:ann@kpmi.org) to be put on MyKairos.org website Kalendar.

**11. Applications** - Email or snail mail applications to volunteers who contact you about attending.

**12. Roster** - Set up roster for all who apply. If they want a double, pair them with someone else who wants a double and a few days before the weekend email rooming roster to contact person at training site.

**13. Financial** - Funds received as fees in the form of checks payable to Kairos of your state should be sent to your State Treasurer.

a. All checks received need to be double-counted and forwarded to the state treasurer for deposit. Please keep an account of any personal checks received as they will subject to an additional 15% affiliation fee on top of the \$60/attendee. Checks received from the attendee's Advisory Council or home state are not subject to this affiliation fee. The receipt should be forwarded to the state financial secretary. At the conclusion of the AKT, the AKT Coordinator/Local Coordinator and the Lead Trainer should agree on the number of paid attendees so the Lead Trainer can complete the training invoice that is sent to the state financial secretary by the AKT Coordinator/Local Coordinator.

b. The host state Treasurer, upon approval by the state Financial Secretary, is responsible for paying all bills associated with the event, including registration fees, room and board for the attendees and trainers, and the International training fee.

c. The KPMI fee for each training event will be \$60 per trainee or \$1200 for Inside and/or \$900 for Outside and Torch, whichever is greater. As mentioned earlier in this document, it is the responsibility of the AKT Coordinator to collect these fees and forward them to the host state Treasurer along with the AKT invoice. Credit for the training will not be given until the fees have been received.

**14. Financial Records** - Keep records of checks (categorized by Kairos-to-Kairos checks and personal checks from attendees) and when you mailed checks to your State Treasurer.

**15. Logistics** - Coordinate with trainers about airport pick-up, trainer's supplies, AKT Coordinator.

**16. Site Payment** - Arrange bill payment in one of two ways:

a. Send bill to State Financial Secretary

b. Pay with your personal funds and get reimbursed by state. (Some sites want final payment during the AKT weekend).

**17. Final Correspondence** -

a. Roster - Within one week of the completion of the training (preferably on Monday or Tuesday), the AKT Coordinator will provide the KPMI with an attendance roster, including name, address, telephone, and email of all individuals, along with the name of the designated institution and future date of respective Weekends. Email corrected roster to [victor@kpmi.org](mailto:victor@kpmi.org).

b. Certificates - The KPMI will issue training certificates to all who completed the training.

c. EZRA - Those attending AKT-Inside or Outside, as designated future Weekend Leaders, will receive individual registered copies of EZRA when payment for EZRA is received. The responsibility for contacting the KPMI to obtain EZRA rests solely with each trainee, and designation as a future Inside/Outside Weekend Leader is confirmed.