

Adding a New Advisory Council

If you start a new Inside, Outside or Torch ministry in the State, you will need to get a copy of the KairosDonor software for the new Advisory Council Financial Secretary. Please follow this procedure to obtain the KairosDonor software:

1. The State Financial Secretary contacts the Kairos Prison Ministry International (KPMI) [Treasurer](#) and provides the following information:

a. Name of the Advisory Council - this is the name as it is to appear in the State QuickBooks Class listing. It must be spelled, spaced, and capitalized exactly the way that you want it to appear in QuickBooks and can be no longer than 22 characters, including spaces..

b. The name, shipping address and email address of the Advisory Council Financial Secretary

c. The name and email address of the Advisory Council Treasurer.

2. The KPMI Treasurer will instruct the KairosDonor provider (a) to add the new Advisory Council name to the KairosDonor Advisory Council listing for the respective State; (b) to ship a copy to the Advisory Council Financial Secretary; and, (c) to bill KPMI for the cost of the copy of KairosDonor and the shipping costs.

3. A newly updated CD will be mailed to the Advisory Council Financial Secretary. The CD will have the Advisory Council name that was provided to the KPMI Treasurer in the listing for the respective State. The first time that transactions are exported to the State QuickBooks from the Advisory Council, a new Class will be created in QuickBooks for the new Advisory Council.

4. The state will be billed by KPMI for the CD and the shipping. The State Financial Secretary will make payment to KPMI per the KPMI Invoice.